

# HAMDEN HIGH SCHOOL GREEN & GOLD GUIDE



## STUDENT AND PARENT HANDBOOK 2025 - 2026

[www.hamden.org](http://www.hamden.org)

**GREEN DRAGON PRIDE  
IN  
EDUCATIONAL EXCELLENCE**

# HIGH SCHOOL ADMINISTRATION

<b>Eric Jackson</b>	<b>HHS Principal</b>
<b>Melissa Richardson</b>	<b>Washburn House Principal Grade 9</b>
<b>Lisa Dyer</b>	<b>Whitney House Principal Grades: 10 - 12 Last Names: A - F</b>
<b>Amanda Forcucci</b>	<b>Quinnipiac House Principal Grades: 10 - 12 Last Names: G - M</b>
<b>Tegan Willis</b>	<b>Sleeping Giant House Principal Grades: 10 - 12 Last Names: N - Z</b>

# CENTRAL OFFICE ADMINISTRATION

<b>Gary Highsmith</b>	<b>Superintendent of Schools</b>
<b>Erin Bailey</b>	<b>Assistant Superintendent of Schools</b>

# BOARD OF EDUCATION MEMBERS

<b>Melissa Kaplan, Board Chair</b> <b>Dr. David Asbery</b> <b>Nancy Hill</b> <b>Christopher Piscitelli</b> <b>Andrew Tamaro</b>	<b>Peter Downhour, Secretary</b> <b>Dr. Mario Ciccarini</b> <b>Greta Johnson</b> <b>Marcia Brown</b>
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**“The mission of Hamden Public Schools is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care.**

# HAMDEN HIGH SCHOOL

Established in 1935

School Colors  
Green and Gold

School Motto  
"To Everyone There Openeth A Way"

School Mascot  
Green Dragon

## ACADEMIC PROGRAM

Hamden High School is a comprehensive high school that serves a diverse student body. Our goal is to meet the educational needs of each student. The school strives for excellence in all areas and believes that effective education is the result of a strong partnership with the families of its students.

## ACCREDITATION STATEMENT

Hamden High School is a fully-accredited high school with the New England Association of Schools and Colleges, (NEASC) Incorporated, which is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association of Schools and Colleges should be directed to the administrative staff of the school. Individuals may also contact the Association:

New England Association of Schools and Colleges 209 Burlington Road  
Bedford, Massachusetts 01730-1433  
781-271-0022

# INTRODUCTORY INFORMATION

## CORE VALUES AND BELIEFS

We aspire to educate students in a rigorous, diverse and supportive learning environment. All students at Hamden High School are challenged to become socially, culturally and globally aware as well as civically active and productive. Our students will demonstrate responsible personal behaviors, and will achieve self-reliance in order to obtain college/career readiness skills. Our students are further expected to be caring and productive young men and women who are resilient and resourceful problem solvers. We believe students learn best when they are given real-world learning opportunities, and when adults work collaboratively to ensure a safe, supportive, and engaging learning environment.

## VISION MISSION GOALS

### Our Vision

In Hamden Public Schools, we are deeply committed to providing high-quality, equitable, and ambitious instruction for each and every Hamden Public School student to not only learn, but excel. Our schools foster an inclusive environment where every student, regardless of their identity, is empowered to learn, thrive, and achieve their fullest potential. We are a community that celebrates diversity as a source of strength, inspiration, and knowledge.

### Our Mission Statement

The mission of the Hamden Public Schools is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care.

We aim to provide challenging, high-quality learning experiences and supports so that all students develop skills, attitudes and practices for academic and life-long success.

### Our Goals:

1. All students will demonstrate accelerated growth in reading with the goal of meeting proficiency by the end of grade three
2. All students will demonstrate accelerated growth in math with the goal of achieving Algebra I readiness by the end of grade eight
3. Increase student achievement in grades 9-12
4. Reduce student chronic absenteeism districtwide
5. Increase equity districtwide

# Hamden Public Schools Portrait of a Graduate

## *Dragon P.R.I.D.E*

### Persistence

Dragons are confident, adaptable and driven. We pursue goals through perseverance, resilience, and work ethic.

### Responsibility

Dragons lead with a strong moral compass. We are accountable and contributing members of the community. Dragons are fearless to tackle societal issues.

### Empathy

Dragons identify with or understand the perspective, experiences, and motivations of another individual. Dragons are kind and open-minded.

### Inquiry

Dragons connect, wonder, investigate, construct, express, and reflect.

### Diversity

Dragons are appreciative of ourselves and the world around us.



*Ready for College, Career, Life*

# BELL SCHEDULE

BELL SCHEDULE A-DAY		BELL SCHEDULE B-DAY		BELL SCHEDULE C-DAY		ADVISORY SCHEDULE D-DAY	
Period	Time Frame	Period	Time Frame	Period	Time Frame	Period	Time Frame
1a	7:20 - 7:41	2a	7:20 - 7:41	3a	7:20 - 7:41	1a	7:20 - 7:40
1b	7:44 - 8:05	2b	7:44 - 8:05	3b	7:44 - 8:05	1b	7:43 - 8:02
2a	8:09 - 8:30	3a	8:09 - 8:30	1a	8:09 - 8:30	2a	8:06 - 8:26
2b	8:33 - 8:54	3b	8:33 - 8:54	1b	8:33 - 8:54	2b	8:29 - 8:48
3a	8:58 - 9:20	1a	8:58 - 9:20	2a	8:58 - 9:20	Advisory	8:52 - 9:12 (20 minutes)
3b	9:23 - 9:44	1b	9:23 - 9:44	2b	9:23 - 9:44	3a	9:16 - 9:36
4a	9:48 - 10:09	4a	9:48 - 10:09	4a	9:48 - 10:09	3b	9:39 - 9:59
4b	10:12 - 10:33	4b	10:12 - 10:33	4b	10:12 - 10:33	4a	10:03 - 10:23
5a	10:37 - 10:58	5a	10:37 - 10:58	5a	10:37 - 10:58	4b	10:26 - 10:45
5b	11:01 - 11:22	5b	11:01 - 11:22	5b	11:01 - 11:22	5a	10:49 - 11:09
6a	11:26 - 11:47	6a	11:26 - 11:47	6a	11:26 - 11:47	5b	11:12 - 11:31
6b	11:50 - 12:11	6b	11:50 - 12:11	6b	11:50 - 12:11	6a	11:35 - 11:55
7a	12:15 - 12:36	7a	12:15 - 12:36	7a	12:15 - 12:36	6b	11:58 - 12:17
7b	12:39 - 1:00	7b	12:39 - 1:00	7b	12:39 - 1:00	7a	12:21 - 12:41
8a	1:04 - 1:25	8a	1:04 - 1:25	8a	1:04 - 1:25	7b	12:44 - 1:03
8b	1:28 - 1:49	8b	1:28 - 1:49	8b	1:28 - 1:49	8a	1:07 - 1:27
						8b	1:30 - 1:49

1ST DAY ADVISORY BELL SCHEDULE		TWO HOUR DELAY BELL SCHEDULE		PD/EARLY DISMISSAL BELL SCHEDULE		OPEN HOUSE/CONFERENCES SCHEDULE	
Period	Time Frame	Period	Time Frame	Period	Time Frame	Meetings	Time Frame
<b>Advisory</b>	7:20 - 7:59	<b>1(a-b)</b>	9:20 - 9:40	<b>1(a-b)</b>	7:20 - 7:32	1	6:00 - 6:10
<b>1a</b>	8:03 - 8:17	<b>2(a-b)</b>	9:44 - 10:03	<b>2(a-b)</b>	7:36 - 7:48	2	6:15 - 6:25
<b>1b</b>	8:20 - 8:34	<b>3(a-b)</b>	10:07 - 10:26	<b>3(a-b)</b>	7:52 - 8:04	3	6:30 - 6:40
<b>2a</b>	8:38 - 8:52	<b>4a</b>	10:30 - 10:49	<b>4a</b>	8:08 - 8:27	4	6:45 - 6:55
<b>2b</b>	8:55 - 9:09	<b>4b</b>	10:52 - 11:11	<b>4b</b>	8:30 - 8:49	5	7:00 - 7:10
<b>3a</b>	9:13 - 9:27	<b>5a</b>	11:15 - 11:34	<b>5a</b>	8:53 - 9:12	6	7:15 - 7:25
<b>3b</b>	9:30 - 9:44	<b>5b</b>	11:37 - 11:56	<b>5b</b>	9:15 - 9:34	7	7:30 - 7:40
<b>4a</b>	9:48 - 10:09	<b>6a</b>	12:00 - 12:19	<b>6a</b>	9:38 - 9:57	8	7:45 - 7:55
<b>4b</b>	10:12 - 10:33	<b>6b</b>	12:22 - 12:41	<b>6b</b>	10:00 - 10:19	<b>Mid-Term/Final Exam Schedule</b>	
<b>5a</b>	10:37 - 10:58	<b>7a</b>	12:45 - 1:04	<b>7a</b>	10:23 - 10:42		
<b>5b</b>	11:01 - 11:22	<b>7b</b>	1:07 - 1:26	<b>7b</b>	10:45 - 11:04	Exam 1	7:25 - 9:20
<b>6a</b>	11:26 - 11:47	<b>8(a-b)</b>	1:30 - 1:49	<b>8(a-b)</b>	11:08 - 11:20	Exam 2	9:25 - 11:20
<b>6b</b>	11:50 - 12:11						
<b>7a</b>	12:15 - 12:36						
<b>7b</b>	12:39 - 1:00						
<b>8a</b>	1:04 - 1:25						
<b>8b</b>	1:28 - 1:49						

# HEALTH/NURSE/SCHOOL BASED HEALTH CLINIC

For more information on the following, please email the school counselor listed below or go to : <https://www.hamden.org/hhs/student-health-services>

<ul style="list-style-type: none"><li>• Daily Health Assessment</li><li>• "Test, Mask, Go"</li><li>• Mask Protocols</li><li>• Distancing</li><li>• Contact Tracing, Isolation, and Quarantine</li></ul>	<ul style="list-style-type: none"><li>• Infection Control Plan<ul style="list-style-type: none"><li>○ Identification and Monitoring</li><li>○ Containment procedures for a student or staff member suspected of being ill with COVID-19</li></ul></li></ul>
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## PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Before enrollment in the Hamden school system, each child must have a physical examination. Additional physical examinations will be required of all students in grades six and ten. Students who do not submit proof of physical examinations and required immunizations in accordance with Board requirements will be excluded from school. Exemptions from immunization requirements will be granted only per State statute.

## HANDICAPPED ACCESSIBILITY

Anyone who needs assistance to gain access to the second or third floors of the school should contact the Nurses' Office (407-2040) to arrange an elevator key. **Failure to return the elevator key after it is no longer medically needed will result in a \$10.00 obligation.**

## NURSES' OFFICE PROCEDURES

The purpose of the Nurses' Office is to provide the students of Hamden High School with expert professional nursing services. To assure that professional nursing services can be rendered, visits to the Nurses' Office by students must be limited to health concerns. The Nurses' Office is located on the first floor of the A wing. The school nurse is always available from 7:05 a.m. to 2:20 p.m. for emergencies. The school-based health clinic is available for students with parent/guardian permission.

- Students who feel ill should obtain a pass from their teachers and report to the nurse.
- All students must sign in immediately upon arriving at the Nurses' Office and sign out of the clinic when their visit has been completed.
- Students who wish to see the Nurse about a health concern or problem but who are not sick should make an appointment.
- All gym excuses are reviewed in the Nurses' Office.
- Any student who has a communicable disease should inform the Nurses' Office as soon as the disease is diagnosed.
- Parents/guardians are required to inform the Nurses' Office about any student who has a communicable disease as soon as it is diagnosed.
- Students who are required to use walking aids such as canes or crutches must have a doctor's note indicating the need. The student must bring the note to the Nurses' Office.
- When a student is too ill to remain in school but not ill enough to warrant emergency treatment by a primary health care provider, the school nurse will call the student's parents/guardians to ask them or their designee to pick up and care for the student. The

parents/guardians must designate on the emergency form another adult to be responsible for transporting the student home if they are not available to do so.

- Transport of a student to a hospital for emergency treatment is required, the nurse will call 911 and notify the student's parents/guardians as soon as possible that the student is being transported to a hospital. The parent/guardian will be responsible for undertaking further care of the injured/ill student.

## **PROCEDURES FOR BEING EXCUSED FROM PHYSICAL EDUCATION**

- A note from a parent/guardian to be reviewed and processed by the nurse is required each time a student is unable to participate in a physical education class.
- Documentation from a primary health care provider is required for a student to be excused for more than three school days from a Physical Education class due to illness or injury. The medical documentation must be submitted within five school days of the onset of the illness or the occurrence of the injury. Medical documentation must include the diagnosis and the amount of time the student is to be excused. This information will remain confidential.
- While awaiting medical documentation, the student will be given a Provisional Medical Gym Excuse form, which states that the student must report to his or her Physical Education class for attendance but does not participate. Once a medical excuse is issued by the Nurse, the student does not have to see the Nurse each day.
- It is the student's responsibility to have the medical disability form signed by his or her physical education teacher and to return the form to the nurse.
- Once a gym excuse of more than ten school days due to a medical disability is processed, the student will be assigned to a study hall by his or her counselor. He or she will be reentered into Physical Education class upon the recovery from the medical disability.
- If illness or injury occurs in school, students may see the nurse for a gym excuse for that day.
- Students who are medically excused for a short term will be expected to make up the class. Make ups will be held either after school, during Study Hall, or arranged with the Physical Education teacher.
- To receive credit in PE all students must physically participate for 16 weeks. Students with a Medical Excuse will receive credit only if they participate a minimum of eight (8) weeks.
- All students should make up medically excused absences within two weeks of being cleared to participate. Extenuating circumstances and prolonged absences will be adjusted by the Physical Education teacher.

## **MEDICATION**

- If at all possible, medication should be given at home. In the event that it needs to be given during school hours, it will be given by the school nurse (or in the absence of the school Nurse by the principal or a teacher who has had specific training). This is in accordance with the "Connecticut Education Laws Related to School Health Services."
- Medications include antibiotics, inhalers, preparations for nebulizer treatments, pain control, allergy management, eye drops or ointments, cough syrup or drops, etc.
- All medication to be administered in school may NOT be sent to and from school with the student. A parent/guardian must bring the medication to the school nurse in a properly labeled container and provide appropriate written authorization. An authorization form is available in the Nurses' Office.

- Self-administration of medication by a student may be allowed when prescribed by a doctor or an authorized medical person. The receipt of written authorization by the parent/guardian and evaluation by the school nurse for safety and appropriateness. A health plan will then be developed by the school nurse. The principal and appropriate teachers will be informed that the student is self-administering prescribed medications.
- Medication orders (all original orders) to include parent/guardian authorizations means: the authorization by a doctor or authorized medical person for the administration of medication to a student during school activities for the current school year.

## **SCHOOL BASED HEALTH CENTER**

The School Based Health Center is an outpatient health service clinic located on the first floor of the "A"-wing, in the front of the school.

All Hamden High School students are eligible to join at no cost. The clinic is located in the Nurses' Office and is open Monday through Friday from 7:00 a.m. until 3:30 p.m. when school is in session. It is staffed by a social worker, nurse practitioner and a pediatrician (for consultation). The staff is especially trained to work with adolescents.

The School Based Health Center is funded by a grant from the Connecticut Department of Public Health, which requires the clinic to bill insurance companies. However, since grant monies can be used to cover co-pays, deductibles, and rejected claims; and, for those with little or no insurance, most students and families do not have to pay anything for clinic services. If the health problem requires a referral to an outside agency, the family will be responsible for arranging for the payment.

### **Services at the clinic include:**

- Diagnosis, treatment and follow-up for minor illnesses and injuries
- Health assessments including physical exams (for students without medical coverage for this service) sports' physicals, health screens and risk appraisals
- Nutrition education/counseling and weight management
- Laboratory testing (blood work, urine testing, etc.)
- Health education/promotion
- Crisis intervention
- Psychosocial assessments
- Individual, group and family counseling

To enroll students in the School Based Health Center, parents should complete the enrollment forms, which are available from the clinic. Once enrolled, any treatment a student receives is confidential to the student and the parent except in the event of life-threatening situations or emergencies. Parents may also exclude students from receiving certain kinds of care when they complete the enrollment forms.

**Contact Information: Health Center (203) 248-6107**

# ADMINISTRATIVE AND SUPPORT SERVICES

## HOUSE OFFICES

To personalize the high school experience, Hamden High School is structured around a house system. Each house is under the direction of an assistant principal, who is also referred to as the House Principal. The two terms are interchangeable.

Each House Principal maintains an office located apart from the Main Office of the school. Each student is assigned to a House (see below). Concerns regarding lockers, tardiness to school or class, discipline issues, early dismissal from school or other similar concerns should be addressed to the appropriate house office.

Each house is composed of school personnel who provide direct service to the students. House membership includes an assistant principal, school counselors, social worker, school psychologist, Special Education teacher and a classroom teacher. In addition to these members, a school nurse may also provide assistance.

<p><b>Washburn House</b> Mrs. Melissa Richardson Grade 9 Last Names: A - Z</p> <p>Mrs. Eve Sansone House Clerk ext. 5060</p>	<p><b>Whitney House</b> Mrs. Lisa Dyer Grades: 10 - 12 Last Names: A - F</p> <p>Mrs. Evelyn Devaney House Clerk ext. 5040</p>	<p><b>Quinnipiac House</b> Ms. Amanda Forcucci Grades: 10 - 12 Last Names: G - M</p> <p>Ms. Alisa Calandriello House Clerk ext. 5030</p>	<p><b>Sleeping Giant House</b> Mrs. Tegan Willis Grades: 10 - 12 Last Names: N - Z</p> <p>Mrs. Pia Conners House Clerk ext. 5050</p>
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## CULTURE COORDINATOR

We are excited to introduce the role of Culture Coordinator to strengthen the support within each House. Culture Coordinators will play a vital role in promoting a fair and just school environment by investigating and resolving disciplinary matters. This position requires strong communication, conflict resolution skills, and a commitment to student development. Key responsibilities include managing minor infractions, collaborating with staff, and ensuring progressive discipline methods are applied effectively to maintain positive student conduct.

<p><b>Washburn House</b> TBD</p>	<p><b>Whitney House</b> TBD</p>	<p><b>Quinnipiac House</b> Mr. Christopher Trifone <a href="mailto:ctrifone@hamden.org">ctrifone@hamden.org</a></p>	<p><b>Sleeping Giant House</b> TBD</p>
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## SOCIAL WORK DEPARTMENT

Social Workers are available to assist students and families with personal problems. Students may request an appointment with their House Social Worker through the House Office. An administrator, counselor, nurse, parent, friend or any concerned person may also make student referrals.

<p><b>Washburn House</b> Mr. John Hanna <a href="mailto:jhanna@hamden.org">jhanna@hamden.org</a> Grade 9 Last Names: A - Z</p>	<p><b>Whitney House</b> Ms. Jodi Chodos <a href="mailto:jchodos@hamden.org">jchodos@hamden.org</a> Grades: 10 - 12 Last Names: A - F</p>	<p><b>Quinnipiac House</b> Ms. Sharon Vance <a href="mailto:svance@hamden.org">svance@hamden.org</a> Grades: 10 - 12 Last Names: G - M</p>	<p><b>Sleeping Giant House</b> Ms. Kristen Schultz <a href="mailto:kschultz@hamden.org">kschultz@hamden.org</a> Grades: 10 - 12 Last Names: N - Z</p>
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## SCHOOL PSYCHOLOGY DEPARTMENT

Students who qualify for the services of a school psychologist are scheduled to meet with one of them at appropriate intervals throughout the school year. Additional information regarding these services may be obtained from the Coordinator of Secondary Special Education, Julie Dougherty at [jdougherty@hamden.org](mailto:jdougherty@hamden.org).

<p><b>Washburn House</b> Ms. Catherine King <a href="mailto:cking@hamden.org">cking@hamden.org</a> Grade 9 Last Names: A - Z</p>	<p><b>Whitney House</b> Mr. Michael Carter <a href="mailto:mcarter@hamden.org">mcarter@hamden.org</a> Grades: 10 - 12 Last Names: A - F</p>	<p><b>Quinnipiac House</b> Ms. Kristine Lindsay-Stevens <a href="mailto:kstevens@hamden.org">kstevens@hamden.org</a> Grades: 10 - 12 Last Names: G - M</p>	<p><b>Sleeping Giant House</b> TBD Last Names: N - Z</p>
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## SPECIAL EDUCATION

Students who qualify for Special Education services are provided for according to the guidelines outlined in the Individuals with Disabilities Education Act (IDEA), a federal law. Additional information regarding these services may be obtained from the Coordinator of Special Education.

## SPEECH AND LANGUAGE PATHOLOGY SERVICES

Students who qualify for services of a speech and language pathologist are scheduled to meet with one of them at appropriate intervals throughout the school year. Additional information regarding these services may be obtained from the Director of Special Education, Michael McDermott at [mmcdermott@hamden.org](mailto:mmcdermott@hamden.org).

# AMERICANS WITH DISABILITIES ACT

Upon request these materials are available in alternative formats. If you are a person with a disability who requires an accommodation in order to participate in a program or activity, or receive alternate forms of communication, please contact Hamden High School Principal at least two weeks in advance of this event in order that appropriate accommodations/arrangements can be made.

Questions, concerns or complaints concerning the American with Disabilities Act (ADA or Section 504 of 1991) and issues concerning students should call Erin Bailey, Assistant Superintendent, for issues concerning staff or other adults. The District Compliance officer, Erin Bailey, Assistant Superintendent, can be reached at 203-407-2000.

# SCHOOL COUNSELING DEPARTMENT

## COUNSELING SERVICES

The Counseling Department provides student support across three broad domains: Academic Success, Career and College Planning, and Social / Emotional services. All students will work with their counselors through individual meetings, group activities, advisory and classroom lessons. Some may also work with their counselors through the house team, special education and / or 504 process. A significant focus of the counselor / student relationship will be academic counseling, including course selection and tracking progress toward graduation. Additionally, all students will work closely with their counselor in developing and executing a post-secondary plan, including advice and expertise in the college planning process. Counselors are also available to meet with any student in an emergency situation.

School Counselors are alphabetically assigned and will serve the same group of students for grades 9-12. Students can have an appointment with their counselor by emailing them directly, or by filling out a request form which can be found in the Counseling Office. The Counseling Department is located in Room A102 at the north end of the first floor of the high school. All students should sign in on the sign-in sheet immediately upon entering the Counseling Department.

Ms. Loretha Felton - **Department Chairperson** - [lfelton@hamden.org](mailto:lfelton@hamden.org)

Washburn House	Whitney House	Quinnipiac House	Sleeping Giant House
Ms. Charlene Scarpati <a href="mailto:cscarpati@hamden.org">cscarpati@hamden.org</a> Grade 9 Last Names: A - LA	Ms. Katherine Rosario <a href="mailto:krosario@hamden.org">krosario@hamden.org</a> Grades: 10 - 12 Last Names: A - CG	Ms. Connie LaFemina <a href="mailto:clafemina@hamden.org">clafemina@hamden.org</a> Grades: 10 - 12 Last Names: G - KEL	Ms. Tracey Jacobson <a href="mailto:tjacobson@hamden.org">tjacobson@hamden.org</a> Grades: 10 - 12 Last Names: N - SD
Ms. Jennifer Tulacro <a href="mailto:jtulacro@hamden.org">jtulacro@hamden.org</a> Grade 9 Last Names: LB - Z	Ms. Angela Salerno <a href="mailto:asalerno@hamden.org">asalerno@hamden.org</a> Grades: 10 - 12 Last Names: CH - F	Ms. Janine Gaffney <a href="mailto:jgaffney@hamden.org">jgaffney@hamden.org</a> Grades: 10 - 12 Last Names: KEM - M	Ms. Megan Turski <a href="mailto:mturski@hamden.org">mturski@hamden.org</a> Grades: 10 - 12 Last Names: SE - Z

# ACADEMIC GUIDELINES

## REQUIRED SCHEDULE OF COURSES AND CREDITS FOR COURSES

Hamden High School operates on an eight-period day, with a total of forty class periods each week. Most courses meet once per day, five days a week. Periods 1 through 3 operate on a rotating schedule to ensure equitable access to instructional time across all class blocks.

The school year consists of two semesters. Courses are one semester (half-year) or two semesters (full-year). Students who earn a passing grade in a class, which meets one period a day, five days a week, for two semesters (one full-year) will earn one (1.0) Carnegie Unit. A student who has successfully completed a semester (half-year) course will earn one-half (.5) Carnegie Unit. Students in grades 9-11 are expected to take at least 6.0 Carnegie Units a year.

Students in 9-11th grade are expected to be enrolled in 6 credits for the year, and seniors are expected to be enrolled in 5 credits minimum for the year.

Students wishing to graduate early from high school must submit an application to the building principal by April 1st of the previous year.

## GRADUATION REQUIREMENTS

"Under federal law, Connecticut must administer end-of-year tests to all students in Grades 3 to 8 and once in high school. As part of its transition to college and career-readiness standards, Connecticut's high school exam was recently moved from grade 10 to grade 11. Connecticut has identified the SAT as the high school exam to be administered. All 11th graders will be required to participate in the Connecticut School Day SAT exam. Hamden Public Schools will adhere to state guidelines regarding participation and participation rates." SAT alternative assessments will be determined by the Principal and Curriculum Directors.

## PROMOTION POLICY (Classes of 2026)

- Incoming freshman students are expected to earn a minimum of 5.0 Carnegie Units by the end of their freshman year in order to be promoted to their sophomore year.
- Students in their sophomore year are expected to have accumulated 11.5 Carnegie Units by the end of the year in order to be promoted to the junior year.
- Students in their junior year are expected to have accumulated 17.5 Carnegie Units by the end of the year in order to be promoted to their senior year.
- Students in their senior year will need to earn and be awarded a minimum of 25 Carnegie Units and meet the proper credit distribution requirements.

## PROMOTION POLICY (Classes of 2027, 2028, & 2029)

- Incoming freshman students are expected to earn a minimum of 6.0 Carnegie Units by the end of their freshman year in order to be promoted to their sophomore year.
- Students in their sophomore year are expected to have accumulated 12.0 Carnegie Units by the end of the year in order to be promoted to the junior year.

- Students in their junior year are expected to have accumulated 18.0 Carnegie Units by the end of the year in order to be promoted to their senior year.
- Students in their senior year will need to earn and be awarded a minimum of 25 Carnegie Units and meet the proper credit distribution requirements.

## **ON TRACK FOR SUCCESS (Class of 2029)**

### **STUDENTS ARE CONSIDERED ON TRACK FOR SUCCESS**

#### **if they are meeting the following requirements:**

- By the end of 9th grade, earn at least 6 credits, one of which is in English
- Earn B's or better (3.0+ GPA) in all classes
- Achieve better than 90% attendance rate
- Receive no out-of-school suspensions

**Students in their senior year will need to earn and be awarded a minimum of 25 Carnegie Units and meet the proper credit distribution requirements.**

Students must earn credits in the following:

<b>SUBJECT AREA</b>	<b>SPECIFIC SUBJECT REQUIREMENTS</b>
Humanities - English	4 credits is required <ul style="list-style-type: none"> <li>• 1 credit of American Literature recommended</li> </ul>
Humanities - Social Studies	3 credits required <ul style="list-style-type: none"> <li>• 1 credit United States History</li> <li>• 1 credit Civics or AP Government and Politics</li> </ul>
Humanities - Fine Arts	1 credit required
World Language (after 1 credit)	1 year of World Language is required <ul style="list-style-type: none"> <li>• After completing the year 1 requirement of World Language (*see below), any additional World Language courses will be counted as a Humanities credit.</li> </ul>
<b>Humanities - Total: 9 credits</b>	
STEM - Mathematics	3 credits required
STEM - Science	3 credits (1 credit Biology) required
STEM - CTE	0.5 credit required
<b>STEM - Total: 9 credits</b>	
Physical Education	1.5 credits required
Health Education	1 credit required
World Language	1 credit required
Mastery-based diploma assessment (Capstone)	1 credit required
Financial Literacy	0.5 credit (Class of 2027 and beyond)
<b>Total Credits: 25 credits (must equal/exceed)</b>	

## WEIGHTED GRADES AND CLASS RANK

Students are provided with weighted and unweighted grade point averages (GPAs). Non-weighted GPAs range from 0 to 4.0; weighted GPAs 0 to 7.5.

Weighted GPAs are used for the purpose of determining decile rank. Courses are assigned a weighting factor based upon the level of study designated for each course in which a student is enrolled. The more rigorous the level of study, the greater weighted value assigned to the course.

Grade	AP	Level 9	Level 7	Level 5
A+	7.5	7.0	6.5	6.0
A	7.3	6.8	6.3	5.8
A-	7.1	6.6	6.1	5.6
B+	6.8	6.3	5.8	5.3
B	6.6	6.1	5.6	5.1
B-	6.4	5.9	5.4	4.9
C+	6.0	5.6	5.1	4.6
C	5.9	5.4	4.9	4.4
C-	5.7	5.2	4.7	4.2
D+	5.4	4.9	4.4	3.9
D	5.2	4.7	4.2	3.7
D-	5.0	4.5	4.0	3.5
F	0	0	0	0

\*AP courses are denoted in their course title

### Decile Rank Guidelines

- Students must have completed at least four semesters of coursework at Hamden High School to be included in the decile rank.
- Students are expected to carry at least six credits per year to be included in the decile rank at the end of junior year.
- Summer school coursework will not be included as part of the decile rank.
- Independent Studies, credit recovery, virtual learning, transfer credits and/or any course taken off-site will not be used in the calculation of a student's decile rank.
- Seniors will be re-ranked after the first semester of their senior year for the purpose of academic distinctions.
- Students who attend high school for more than four years will not be ranked with the graduating senior class for the purpose of academic distinctions.
- Seniors may be enrolled in fewer than five credits and still be included in the rank with permission from the principal.
- A weighted GPA will be determined for and shared with each rising senior based on cumulative final grades. This GPA is used to establish decile rank for college applications.

- Students who seek to accelerate the graduation process and graduate in less than four years will not be ranked with the senior class. These students will be given equivalent decile ranks for purposes of college applications and scholarships. Accelerated students will not displace seniors in the ranking process.
- Physical Education courses are not calculated in the weighted GPA.

Year	Year Weighted GPA Credits earned that year Product			
Freshman	5.02	X	6.0	= 30.120
Sophomore	5.34	X	6.5	= 34.710
Junior	5.55	X	6.25	= 34.375
Total			18.75 credits	99.205 points

Divide the total number of weighted points by the total credits earned:

**99.205 divided by 18.75 = 5.2909 total weighted GPA**

(The student with the highest weighted GPA after seven semesters is the Valedictorian of the graduating class followed by the Salutatorian.)

## EXTERNAL CREDIT

A credit earned by a current Hamden High School student in a course taken at regionally accredited (i.e. NEASC) secondary or post-secondary institutions other than Hamden High School may be eligible for Hamden High School transfer credit. External Credit courses must be approved by the Curriculum Director or Principal prior to enrollment in the courses.

- Policy and procedural notes:
- The course must be approved prior to course registration.
- Students may earn and apply no more than 1 credit each semester/summer.
- Students may earn and apply no more than 4 external credits throughout high school.
- Students are responsible for the cost of the course.
- Grades earned through external credit courses will not be applied to class/decile rank or calculated in GPA.
- Hamden High School must receive an official record of the final grade before awarding credit toward graduation.
- This form and official record should both be returned to your school counselor for processing and filing in the cumulative academic file.

**\*For further information please refer to Board Policy 6172.6(a)**

## PROGRAM of STUDIES/SCHEDULE CHANGES

At Hamden High School, our Program of Study is carefully designed to offer each student a meaningful, purposeful, and challenging learning experience. We strongly encourage collaboration between students, school personnel, and parents/guardians to tailor a course of study that aligns with each student's unique needs.

The courses outlined in the catalog are designed to equip students for future endeavors, whether it be admission to a four-year college, technical school, military service, or the workforce. It is important to engage in thoughtful discussions with your child about the requested courses, as decisions become final upon completion of the registration process midyear, with strict adherence to all prerequisite requirements. Staffing needs of the high school are determined and the master schedule is based upon the students' course requests. Our dedicated teachers and school counselors are readily available to assist students throughout the course selection process.

Course changes will be made only when they are in the best educational interest of the student. Course changes will not be made to change teachers or period assignments of classes.

Contact your school counselor if you are:

- missing a core academic class (English, math, science, social studies or world language),
- a senior who is missing a class required for graduation,
- in the wrong level for a core academic class based on your teacher's recommendation,
- in grades 9-11 and carrying fewer than 6.0 credits,
- in 12th grade carrying fewer than 5.0 credits or you have any blank periods in your schedule.

## LEVEL and COURSE CHANGES

- Courses with more than one level within the section - contract directly with your teacher within the first 10 days of the class. (CTE and Fine Arts)
- To change a class due to the course level - after having a discussion with your teacher, please fill out the Hamden High School Level and Course Changes Form with the help of your school counselor or teacher and gather signatures. This must be done within the first quarter of a half year class and the first semester of a full year class. The change will be made when the criteria has been met.
- If you are dropping a course after a report card has been issued, please fill out this form with the help of your school counselor or teacher. Note that a WF or WP will be added to your transcript.

WF = student withdrew and was failing the course at the time

WP = student withdrew and was passing the course at the time

**Sample Calculation for Level Change Mid-Marking Period**

Chemistry 29; 17 days; 75 Average		Chemistry 27; 28 Days; 92 Average	
Chemistry 29	17 days ----- 100%	X	= 38% X (75 + 10) = 32
	45 days		
Chemistry 27	28 days ----- 100%	X	= 62% X 92 = 57
	45 days		

Chemistry 27 Grade for Marking Period 2 would be:  $32+57 = 89$  or B+

**For more information on the following, please email the school counselor listed below or go to:**

<https://www.hamden.org/hhs/counseling>

- NAVIANCE FAMILY CONNECTION
- SHADOWING A STUDENT FOR A DAY
- (AP) ADVANCED PLACEMENT

- EARLY COLLEGE ACCEPTANCE
- EDUCATIONAL CENTER FOR THE ARTS
- EMPLOYMENT SERVICES
- WITHDRAWAL PROCEDURES

# THE SCHOOL DAY

School doors open at 6:45 AM. Once students arrive on school grounds, they are not allowed to leave without a written Dismissal Pass from the house clerk.

Students are expected to be in their first period class before 7:20 a.m. It is important that students arrive on time each day. Students who are tardy disrupt the academic environment of the school, as well as the class they are entering.

The day consists of eight periods of approximately 45 minutes (lunch is 21 minutes paired with a 21 minute study hall). All students who have Early Dismissal and return for extra-curricular activities after school **are not allowed back on school grounds until 1:55 p.m. or after the buses have departed. Students who have early dismissal are not allowed to return to ride the bus. These students must also complete an Early Dismissal form each semester in order for this to be reflected on their schedule.**

Students who are involved in school activities or are meeting with a faculty member after school are welcome to stay at school until their activities have been completed. Students must remain with a staff member during after school hours. However, students who have finished school business for the day are required to leave the school premises at 1:49 p.m. Each faculty member has office hours until at least 2:50 p.m. on Tuesday or Wednesday after school. Students should ask their teachers for a schedule of their office hours.

## Morning Safety Screening/Metal Detectors

All students entering the building must be screened for items considered dangerous to have in school using the following procedures:

1. Students are required to place the following items in the plastic bag or bin provided BEFORE entering school. Place a plastic bag/bin on the table to be checked by staff/security.
  - Laptops/chargers
  - Cell phones/chargers
  - 3-ring notebooks/notebooks with metal
  - Some jewelry and/or watches
  - Metal containers such as water bottles, spray deodorant, etc.
  - Small purses/wallets with zippers, buckles, etc.
  - Aluminum foil, canned beverage
2. Students setting off the detectors must step aside and check themselves and backpacks to determine what has caused the unit to alarm.
3. Proceed through the metal detector again. If the unit continues to alarm, the student and bag will be checked by staff.

\*Any kind of smoking paraphernalia and/or drugs are NEVER allowed on campus.

\*Any sports or band equipment must be put in a locker upon entering the building or an area where you have been given permission to use. (bats, racquets, etc. should not be carried around the school).

## **DISTRICT DRESS CODE POLICY**

The Hamden Board dress code policy aims to maintain a safe and stable learning environment while allowing students to express their individuality respectfully.

### **Student attire restrictions apply whenever the mode of dress in question:**

- Is unsafe either for the student or for those around the student.
- Is disruptive of school operations and of the educational process in general.
- Is contrary to law.
- Depicts or advocates violence, criminal activity, use of alcohol or drugs, pornography or hate speech.
- Contains or can be construed to be racist, lewd, vulgar, or obscene, defamatory, or threatening.

### **No restrictions on freedom of dress and adornment will be imposed which:**

- Enforce particular religious tenets or codes of morality.
- Attempt to dictate or adjudicate style or taste.
- Do not fall within the direct or implied powers of the Board of Education.
- Reflect discrimination as to civil rights.

School-directed changes to a student's attire should be incremental starting with the least restrictive and disruptive measures to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Enforcement of the dress code shall be gender neutral.

School staff shall enforce the dress code consistently, incrementally, and in a sensitive manner that does not reinforce or increase marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

A student's attire should not be grounds for exclusion from his/her participation in school classes or in school-related activities. If, however, the attire of a student poses a threat to the health and safety of any other person, the appropriate solution as stated in the administrative regulation will be followed.

For special cases that require specific exceptions the reasons must be documented and approved by the school administration in writing.

Policy should be followed for Homecoming and Prom.

## **SCHOOL SAFETY**

During the year, HHS will have multiple school safety drills to prepare for an emergency including, but not limited to, fire drills and lockdown drills. Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at his or her school. Hamden Public Schools has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

### **Student Responsibilities:**

Students should listen to staff directions at all times.

Students should refrain from using their cell phones and have them on quiet mode.

Students should remain quiet.

**Parent Responsibilities:**

Do not telephone the school. The sound of a phone could endanger student and staff safety.

Telephone lines may be needed for emergency communication.

Listen to local radio stations for emergency announcements. If students are to be kept at school, parents will be notified via the school's automated phone and email messaging systems. In addition, information regarding day-to-day school operations will be available on the Hamden Public Schools website at [www.hamden.org](http://www.hamden.org).

Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

**LUNCH RULES**

- Students are to deposit all trays, eating utensils, wrappers, cartons and left over food in trash barrels. Students who fail to throw out their trash will be issued a consequence (e.g. seating restriction or detention).
- Students who accidentally drop debris on the floor are to pick up the debris immediately.
- Students are not to throw anything in the Cafeteria. This includes throwing debris towards a trash barrel.
- Should students accidentally spill food or drink on a table or floor, they are to notify a teacher supervising the area immediately.
- Should a student sit at a table where a person who previously used the table has left debris, the student is to notify a teacher supervising the area.
- Students are not to purchase food or drinks from the Cafeteria during passing time.
- Students are not allowed to take food out of the lunch rooms without administrative approval.
- Students are to be seated in the lunch rooms; they are not permitted to move from table to table once they have been seated; and, they are not to stand in the aisles.
- Students are not to loiter in the doorways that serve as entrances and exits to the Cafeteria, the food serving and vending areas or in any other areas.
- Students will report on time to the lunch rooms. Office Detention will be assigned if a student arrives late to the Café without a Pass.
- Students must have acquired an E-Hall pass from their counselor, teacher, or person of authority to any intended destination in order to leave the Cafeteria.

**DELIVERIES**

Any delivery made to the school from a commercial business (including food) will be declined (unless it's an approved medical exception). Food may be delivered by Parents/Guardians during the student's Lunch Period, only. Students who order food without approval from their House Administrator will be issued a consequence. Family members and friends are asked not to send celebratory items i.e., balloons or flowers to students.

# SCHOOL PROCEDURES

## ATTENDANCE POLICY

The Board of Education believes that regular attendance in each class is essential for each student to attain excellence in the educational process. Regular attendance is one of the essential factors of an appropriate education. The Board of Education strongly urges all members of the community to assign the highest priority to helping all students develop good work habits and patterns of regular and punctual attendance. Time lost from class for any reason represents significant loss of educational opportunity for all students.

Connecticut State Law requires parents to ensure that their children attend school on a regular basis during the hours and terms that the school is in session. It is well-documented that regular attendance correlates with the success a student achieves in school. Therefore, an attendance requirement has been established for all courses offered. A student who is serving an Out of School Suspension, In-School Suspension or Expulsion will be considered absent.

## REPORTING ATTENDANCE

- **All absences should be reported to the appropriate House Clerk by a parent/guardian as soon as possible or within 3 days of the student's absence. After the third day, acceptable documentation is required.**
- Medically excused absences will be entered into Powerschool upon receipt of a doctor's note. Please submit doctor's notes via email at [dcaraglio@hamden.org](mailto:dcaraglio@hamden.org) .

**State Board of Education policy states:**

“A student is considered to be “in attendance” if present at their assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.”

**The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence:**

LEVEL	Total # of Days Absent*	Acceptable Reasons for a Student Absence to be Considered Excused	Documentation Required within 10 Days
1	One through Nine	Any reason that the student's parent or guardian approves.	Parent or guardian note or email only.
2	Ten or above	<ul style="list-style-type: none"><li>• Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length).</li><li>• Student's observance of a religious holiday.</li><li>• Death in the student's family or other emergency beyond the control of the student's family.</li><li>• Mandated court appearances (additional documentation required).</li><li>• The lack of transportation that is normally provided by a district other than the one the students attends (parental documentation is not required for this reason).</li><li>• Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details).</li></ul>	Parent or guardian note and in some cases additional documentation (see details of specific reason).

Note: The total number of days absent includes both excused and unexcused absences.

**Only when a parent/guardian calls a student out of school for any reason, the absence will be excused for the first nine absences. Only when a parent/guardian calls a student out on the 10th day and beyond, the absences will be considered unexcused unless they meet the above and below criteria.**

1. Excused Absences (EXC): An excused absence, when verified. **Students are required to bring a written excuse to school on the day of their return.**
  - School-sponsored activity, including approved school assemblies
  - College visitations (a signed letter/email message from the university on its letterhead must be turned in to the House Administrator)

- Medical appointments (documentation is needed)
  - Family hardships and other family emergencies as approved by the House Principal
  - Mental Health Wellness Days (2 max; nonconsecutive) defined as a school day on which a student attends to the student's emotional and psychological well-being instead of attending school. Upon their return from a Mental Health Wellness day, students will meet with a school professional to assess their well-being."
2. Unexcused Absences (PCA, UNX): Unverified absence that does not meet the above criteria.

**Academic:**

- Students remain responsible for completing missed work and assessments during office hours or designated make-up time.
- An academic penalty applies: 10% is deducted per day late, up to 3 days. After 3 days, the assignment receives a zero.

**Disciplinary:**

- Teachers should submit a major referral to the House Administrator for review, consistent with the Green and Gold Guide.

**Students must actively participate in their scheduled school program in order to participate in that day's extracurricular activities after school (including sports).**

**Parents'/Guardians' Attendance Responsibilities**

- Stress the importance of regular school attendance with students.
- Notify the school on a regularly scheduled school day by phone or email to the house secretary before 10:00 a.m. the morning of the absence.
  - Grade 9; Last Name A - Z; ext. 5060
  - Grades 10 -12; Last Names A - F; ext. 5040
  - Grades 10 -12; Last Names G - M; ext. 5030
  - Grades 10 -12; Last Names N - Z; ext. 5050
- Medical Excuses shall be provided within 48 hours of the doctor's visit and brought to or faxed to the Nurse's office. (203) 407-2409
- Verbal or written dated notification for absence to the House Office on the day of the student's return (include name of student, date(s) of absence parent/guardian.
- Schedule appointments for after-school hours. (medical/license)
- Limit vacations to regularly scheduled school vacations.
- Keep track of student absences.
- Provide a means for the school to contact the parent/guardian during the school day.
- Regularly review academic and attendance information on PowerSchool.

**Students' Attendance Responsibilities**

- Attend all classes.
- Be on time to all classes.
- Obtain and give proper documentation for all absences upon return to school (example: a parent/guardian writes a note for three or less absences and a doctor writes a note for more than three consecutive absences) to the appropriate House Principal.
- Follow attendance procedures.
- Complete all make-up work.
- Keep track of absences.

- Notify teachers of foreseeable absences.
- Regularly review academic and attendance information on PowerSchool.

## **CLASS CUT**

A class cut is when a student is in school but skips their assigned class without permission. This is different from being absent for the day—it means the student is deliberately missing instruction, which impacts both their learning and their grade.

### **Academic:**

- The student must restore lost instructional and assessment time by attending an office hour or designated make-up session.
- An academic penalty applies: 10% is deducted per day late, up to 3 days. After 3 days, the assignment receives a zero.
- This is not a reward for cutting, but a measure to ensure accountability while still allowing access to the learning.

### **Disciplinary:**

- Teachers should submit a major referral to the House Administrator for review and appropriate consequence.
- Disciplinary outcomes will align with the Green and Gold Guide and may vary based on circumstances.

## **TRUANCY POLICY**

Connecticut General Statutes Section 10-184 provides that each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public school in the district in which the child resides unless the child is a high school graduate or the parent or person having control of the child is able to show that the child is receiving equivalent instruction elsewhere in the studies taught in the public schools.

A truant means a child aged five to eighteen, inclusive, who is enrolled in a public or private school and has four unexcused absences from school in any one month or ten unexcused absences from school in any one school year. Not later than ten school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a year, the parent, or other person having control, of a child who is truant shall be offered a meeting with appropriate school personnel to review and evaluate the reasons for the child being truant. The Superintendent of Schools shall file, not later than 15 days following the failure of the parent or person in control of the child to attend such meeting or to cooperate with the school in solving the truancy problems with the Superior Court pursuant to Connecticut General Statutes Section 46b-149 alleging that the child's family is a family with service needs. Additionally, for children in grades kindergarten to eight, parents or other persons having control of the child shall be sent written notice that includes a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a

complaint filed with the Superior Court pursuant to Connecticut General Statutes Section 46b-149 alleging that the child's family is a family with service needs.

## **LATENESS/TARDINESS TO SCHOOL**

- Any student who arrives at school after 7:20 a.m. must report directly to class and will be marked tardy.
- Any student who arrives at school after 7:30 a.m. will receive a timestamped pass, and must report directly to class.

## **TARDINESS TO CLASS**

A student is officially counted tardy if they are not inside the door of any classroom, study hall, cafeteria or homeroom when the bell tone becomes silent. For repeated tardiness, teachers will follow the consequences that are outlined in the Minor Infractions Matrix.

## **EARLY DISMISSAL FROM SCHOOL**

Sophomores, juniors, and seniors will only be allowed early dismissal.

Sophomores, juniors and seniors who have study hall or lunch during 8th period or a lunch/study hall combination periods 7 and 8 will be allowed to get their lunch and leave school early with parent/guardian permission.

Please pick up a form from your House office (B110 or C311) and the counselor will add early dismissal to their schedule.

**Please note that students who have approved early dismissal must have transportation to get home and cannot return to the building to ride the bus.**

A student who needs to be excused from school must report to the appropriate House Principal's office prior to the beginning of the school day with a note signed by a parent/guardian with the date, time and valid reason for dismissal. A student must have permission from the House Principal before leaving the school building for any reason. It is important for the school to account for the whereabouts and safety of each student. Students who have a Lunch or Study Hall 7th and or 8th Periods may apply for Early Dismissal with parental permission.

**STUDENTS WHO HAVE EARLY DISMISSAL CANNOT RETURN TO SCHOOL TO RIDE THE BUS HOME AT 1:49PM. THE STUDENT MUST APPLY FOR EARLY DISMISSAL EACH SEMESTER AND RECEIVE AN EARLY DISMISSAL CARD. ADMINISTRATORS HAVE THE RIGHT TO REVOKE THIS PRIVILEGE BASED ON CONCERNS WITH ATTENDANCE AND/OR ACADEMICS.**

## **EARLY DISMISSAL - SCHOOL NURSE/SCHOOL-BASED HEALTH CENTER**

If a student has permission from his or her parent/guardian to leave school due to an illness, the student must sign out through the Health Center. The health office either indicates the dismissal in PowerSchool or notifies the appropriate House Office.

## **WORKING PAPER REQUIREMENTS**

Only the student can apply for working papers, not his/her parent or guardian.

Student must present a Promise of Employment Letter which should include the following:

- Must be on company letterhead

- Must be signed by the employer
- Must include a specific job description i.e. counselor, stocker etc. (State of CT will no longer accept the word "cashier" as a job description)
- Must include hours worked – can be a range i.e. 10 to 20 hours per week
- Must include rate of pay

**Please take a picture of the letter and email it to [hsmainoffice@hamden.org](mailto:hsmainoffice@hamden.org) .**

**If a student is NOT a student at Hamden High School, they must bring proof of birth.**

## **PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)**

The purpose of the PTSA is to assist in maintaining and improving the quality of education for every student at Hamden High School. Students may serve as officers and members of the organization with the same privileges and responsibilities as adult members.

## **HHS LIBRARY MEDIA CENTER**

The HHS Library Media Center (LMC) is an excellent resource for students, faculty, and staff. Teachers are encouraged to bring their classes to the library for specialized instruction in information literacy and for use of library resources. Library Media Specialists are present to assist individuals and classes in locating, selecting, and using information available in the LMC. The LMC provides a variety of applications and on-line subscription databases applicable to all subject areas. Students can access the LMC before and after school, and during the school day with a valid E-Hallpass. The Library Media Center is open from 7:05 AM to 2:45 PM Monday, Tuesday, and Wednesday. Thursday and Friday, the LMC is open until 2:05 PM.

### **LIBRARY MEDIA CENTER STAFF**

Mrs. Laurie Fasulo, Library Media Specialist, [lfasulo@hamden.org](mailto:lfasulo@hamden.org)

Dr. Elisa James, Library Media Specialist, [ejames@hamden.org](mailto:ejames@hamden.org)

Ms. Alicia Ewert, Paraprofessional, [aewert@hamden.org](mailto:aewert@hamden.org)

Phone: 203-407-2040 x5555

Website: <https://www.hamden.org/hhs/lmc>

## **PARENT PORTAL/POWERSCHOOL**

The Parent Portal allows for increased school-home communication by providing parents with online attendance and grading information for their children.

**Requests to have access to the Parent Portal can be found on the District's website at <https://www.hamden.org/families/parent-portal> (District Information).**

## **PLAGIARISM/USE OF AI/CHEATING ON ANY TEST OR ASSIGNMENT**

Teachers will follow the minor infractions chart to address plagiarism. The teacher will contact the parent or guardian. Repeated incidents will result in school discipline from the teacher and/or administrator.

## **FIELD TRIPS**

Teachers will send a proposed list of students for field trips that must be cleared by the school nurse. All out-of-state field trips require cancellation insurance. No out-of-state field trips will be approved without this safeguard. Given the state of world affairs, field trips in and out of state may be canceled at any time. In the event the state or federal government issues a State of Emergency, all field trips are automatically canceled. The district is not responsible for any financial loss a student may incur as a result of a canceled trip.

## **INTERNET USE**

Students who wish to use electronic services and networks that are available to them may do so provided they complete and return the Acceptable Use Policy (AUP) form to the House Administrator. Violation of the AUP will be subject to the removal of the student's account and a consequence at the administrator's discretion.

## **LOCKER REGULATIONS**

All lockers remain the property of the Board of Education and may be opened for inspection at any time.

- Each student is given a lock and assigned a locker where his or her belongings may be stored. Students are to use only that assigned locker.
- Students are not to substitute or change lockers or locks without making prior arrangements with their administrator.
- Students are not allowed to switch or share lockers for any reason.
- Students should not leave large sums of money or valuable possessions such as: phones, musical instruments, jewelry, cameras, electronics, etc. in an unlocked locker.
- The school accepts no responsibility for lost or stolen property, including textbooks. Thefts of property should be reported to Security immediately.
- A student who believes he or she has a defective locker or lock may request a new locker or a new lock from the appropriate house secretary.
- Students will be held responsible for any writing or marking on their lockers. If someone does mark on a student's locker, the student should report this information to an administrator immediately.
- Students are responsible for providing their own lock for gym lockers. The school is not responsible for any lost or stolen items.

## **STAFF OFFICE HOURS**

Please check with your teacher and counselor for their after school office hours.

## **SCHOOL CLOSING INFORMATION**

Please check the Hamden Public Schools website and subscribe for Parent Square.

## **SEARCH AND SEIZURE**

In order to ensure the welfare of each student and to ensure the orderly operation of the schools, the principal or his or her designee, as the authorized agent of the Board of Education, is authorized to search students and lockers under the appropriate circumstances.

## **CIRCUMSTANCES IN WHICH A SEARCH MAY BE CONDUCTED**

### **STUDENT SEARCH**

According to a decision of the United States Supreme Court, a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. Automobiles, wallets, purses, handbags, briefcases, pockets, gym bags, or other student effects are also subject to being searched and are subject to the same rule.

The search should be conducted in a manner reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

All searches of students shall be conducted by a school Security Guard in the presence of an administrator. Discovery of illegal or dangerous materials shall be reported to the office of the superintendent of schools immediately.

## **GROUP SEARCH**

All searches of students or their effects must be particularized. As group searches generally lack the grounds of particular suspicion of wrongdoing, they will not be permitted.

## **SCHOOL PROPERTY**

Lockers, desks and other such school property are provided for the temporary convenience of students, but remain the property of the school. Lockers and other such school property are subject to examination at any time there is a reasonable suspicion that they contain prohibited or illegal items.

Such property is also subject to search if there is a reasonable suspicion that the search will reveal evidence that the student has violated either the law or the rules of the school.

Prohibited items shall include the following: firearms, weapons, explosives, poisons, alcohol, drugs, stolen property or other materials which may endanger the safety of persons or property in the school. The decision to search a student's locker or other such property shall be made by the school principal or House Principal. All searches of school property shall be made in the presence of a witness. After the search is completed, the principal or House Principal and the witness will sign a dated statement attesting to what was found. A copy of the signed statement will be forwarded to the Superintendent of Schools. Discovery of illegal or dangerous materials shall be reported to the office of the superintendent of schools immediately.

## **PHOTOGRAPHING STUDENTS**

On occasion, photographs or videos are taken of classes and events at Hamden High School. These photographs are sometimes used in presentations to the Board of Education, teachers, parents/guardians and community groups. At times, photographs of students are placed in the newspaper or other publications. If any parent/guardian objects to a photograph or video of his or her child being used in the manner described, then the parent/guardian should contact the principal in writing to make him or her aware of this objection.

## **STUDY HALL GUIDELINES**

Students who are not scheduled for classes during a period will report to the designated Study Hall room and the assigned teacher. Students are to adhere to the following rules:

- Study Hall students will report on time and as scheduled. Students may be assigned seats.

- Seated attendance is taken at the start and end of all Study periods. Students are to sit in assigned seats until attendance is taken. Attendance will be taken during each Study Hall period.
- Students may not leave the Study Hall without permission and a E-hall pass from the teacher in charge of the study.
- Students should bring materials to the study hall to complete school assignments and study.
- No food is allowed and students are not allowed to go to the Café to get food.
- Teachers should input a cut into PowerSchool if a student is 10 minutes or more late to the assigned study hall. A referral should be sent to the student's house administrator.

## **TEXTBOOKS**

Hamden High School furnishes students with all textbooks required for courses. Students who lose books or equipment are financially responsible for replacements. If a student loses a book, he or she should report this information to the appropriate teacher who will provide the student with another copy of the textbook. The student should pay for the lost book (Money Order or Cashier's Check payable to Hamden High School) as soon as possible. Numbered receipts are issued for all payments paid for lost books and equipment. If the lost article is found after the student has paid for it, the school will refund the money (up to July 1st after the completion of the school year in which the item was lost) to the student upon presentation of the receipt.

## **UNFULFILLED OBLIGATIONS**

All lost books and equipment obligations, library fines, yearbook payments, elevator keys, etc., must be paid with a Money Order or Cashier's Check payable to Hamden High School before the end of the school year or before a student officially withdraws from school. House Secretaries will give the student a written receipt.

Students who have not fulfilled their obligations will be denied the following:

- Transcripts
- Right to participate in Graduation Ceremony
- Cap and gown

## **USE OF COURTYARD**

Students may gather in the Courtyard with staff supervision. The Courtyard may be used to walk between buildings during passing time, except during inclement weather. Only seniors who meet the PBIS qualifications are allowed to eat lunch in the Courtyard with permission from the staff on duty in the Café and at a time of the school year determined by the building principal.

## **VISITORS**

All visitors are required to have an appointment before entering school buildings unless authorized ahead of time by administration.

# Hamden High School PBIS MATRIX

	Classroom	Hallways & Stairwells	Study Hall	Cafeteria	Bathroom	Bus	Extracurricular	Library Media Center
<b>P</b> <i>Present and Prepared</i>	<ul style="list-style-type: none"> <li>★ Be on time</li> <li>★ Have all materials</li> <li>★ Store phone &amp; earbuds</li> </ul>	<ul style="list-style-type: none"> <li>★ Take a direct route to your location</li> <li>★ Have an active pass</li> </ul>	<ul style="list-style-type: none"> <li>★ Be on time</li> <li>★ Attend your assigned study hall</li> <li>★ Store phone &amp; earbuds</li> </ul>	<ul style="list-style-type: none"> <li>★ Be on time</li> <li>★ Attend your assigned lunch</li> </ul>	<ul style="list-style-type: none"> <li>★ Take a direct route to your location</li> <li>★ Have an active pass</li> </ul>	<ul style="list-style-type: none"> <li>★ Be on time</li> <li>★ Have all belongings</li> </ul>	<ul style="list-style-type: none"> <li>★ Be on time</li> <li>★ Have all materials &amp; equipment</li> <li>★ If no activity, leave the building</li> </ul>	<ul style="list-style-type: none"> <li>★ Be on time</li> <li>★ Have an active pass</li> </ul>
<b>R</b> <i>Respect Everyone</i>	<ul style="list-style-type: none"> <li>★ Be mindful of others &amp; school property</li> <li>★ Celebrate HHS diversity</li> <li>★ Follow HHS norms</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep area clean</li> <li>★ Be mindful of others &amp; school property</li> </ul>	<ul style="list-style-type: none"> <li>★ Be mindful of others &amp; school property</li> <li>★ Celebrate HHS diversity</li> <li>★ Follow HHS norms</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep area clean</li> <li>★ Follow HHS norms</li> <li>★ Celebrate diversity &amp; multiculturalism</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep area clean</li> <li>★ Follow HHS norms</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep area clean</li> <li>★ Be mindful of others &amp; bus property</li> <li>★ Follow bus norms</li> </ul>	<ul style="list-style-type: none"> <li>★ Be mindful of others &amp; school property</li> <li>★ Celebrate HHS diversity</li> <li>★ Follow HHS norms</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep area clean</li> <li>★ Celebrate HHS diversity</li> <li>★ No eating; water only in closed container</li> </ul>
<b>I</b> <i>Insist on Safety</i>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Report concerns</li> </ul>	<ul style="list-style-type: none"> <li>★ Identify yourself to staff when asked</li> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Report concerns</li> <li>★ Do not open outside doors for anyone</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Report concerns</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Report concerns</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Report concerns</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Report concerns</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Stay with your supervising adult</li> <li>★ Report concerns</li> <li>★ Do not open outside doors for anyone</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Demonstrate self-control</li> <li>★ Report concerns</li> </ul>
<b>D</b> <i>Determined to be Your Best Self</i>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Set goals &amp; monitor your progress</li> <li>★ Take pride in your work</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Limit time out of classroom</li> <li>★ Be courteous to all</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Use time to complete academic work</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Be courteous to all</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Limit time out of classroom</li> <li>★ Be courteous to all</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Be courteous to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Have a prompt ride home</li> <li>★ Be courteous to all</li> </ul>	<ul style="list-style-type: none"> <li>★ Use appropriate language &amp; volume</li> <li>★ Be courteous to all</li> </ul>
<b>E</b> <i>Engaged in the School Community</i>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Be an active &amp; mindful participant in the lesson</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Greet others</li> <li>★ Offer assistance to others</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Offer assistance to others</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Greet others</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Greet others</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Attend events &amp; show school spirit</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind &amp; use manners</li> <li>★ Greet others</li> </ul>

# WHAT IS PBIS AT HHS?

**PBIS (Positive Behavioral Interventions and Supports)** is a proactive framework that promotes and celebrates positive behavior. At Hamden High School, we use PRIDE to define and guide student expectations across all settings.

## Our Goals:

- ✓ Increase student participation in incentives
- ✓ Build stronger teacher-student relationships
- ✓ Decrease behavior referrals
- ✓ Promote restorative practices
- ✓ Keep students in school, engaged, and learning

## THE PBIS INCENTIVE TIERS

Students are recognized each quarter based on academics, attendance, and behavior. Incentives include movie days, field trips, gift cards, and in-school celebrations.

Level	Grades	Discipline	Attendance
Leaders	80%+ in all classes	No suspensions or detentions	≤ 2 unexcused absences per class, including study hall
Achievers	70%+ in all classes	No suspensions	≤ 3 unexcused absences per class, including study hall
Members	Passing all classes	No suspensions	≤ 4 unexcused absences per class, including study hall

## Restorative Over Reactive

This year, we revised our approach to discipline. Instead of jumping to detentions or suspensions, we've embraced conversations, collaboration, and support.

## Highlights:

- **Restorative Practices Matrix** in the Green and Gold Guide Handbook
- **Updated Green & Gold Guide** for progressive, student-centered consequences
- **House Reflection Sheets:** Students reflect on their behavior, what happened, and how to do better next time
- **Parent involvement + Support staff interventions**

# MARKING PERIOD, PROGRESS REPORT, CONFERENCE, MIDTERM & FINAL EXAM DATES

## 1st MARKING PERIOD

First Day of the 1st Marking Period	Monday, August 25, 2025
Progress Reports	Friday, September 26, 2025
HHS Open House	Wednesday, September 17, 2025
HHS Conferences	Wednesday, October 15, 2025
Last Day of 1st Marking Period	Friday, October 31, 2025

## 2ND MARKING PERIOD

First Day of the 2nd Marking Period	Wednesday, November 5, 2025
Progress Reports	Tuesday, December 9, 2025
HHS Conferences	Wednesday, January 14, 2026
HHS Midterms Exams	Wednesday, January 21, 2026 - Monday, January 26, 2026
Last Day of 2nd Marking Period	Monday, January 26, 2026

## 3rd MARKING PERIOD

First Day of the 3rd Marking Period	Tuesday, January 27, 2026
Progress Reports	Friday, February 27, 2026
HHS Conferences	Tuesday, March 3, 2026
Last Day of 3rd Marking Period	Wednesday, April 1, 2026

## 4th MARKING PERIOD

First Day of the 4th Marking Period	Thursday, April 2, 2026
Progress Reports	Tuesday, May 12, 2026
HHS Final Exams	Friday, June 5, 2026 - Wednesday, June 10, 2026
Last Day of of School/Grades Close/ Graduation(Tentative)	Thursday, June 11, 2026

**Progress Reports and Marking Period dates may change due to inclement weather.**

**\*The last five days of school (contingent upon Snow Days).**

**NOTE:** Final exams are the last five days of the school year for students. For every snow day, the last day of school is delayed by one day. For this reason, families should allow additional days at the end of the calendar year and not plan on beginning summer vacations until a final graduation date has been set by the Superintendent of Schools. The Spring Vacation may also be affected by excessive school closings due to inclement weather.

## **MIDTERM/FINAL EXAMINATIONS**

Administrative approval is given in order to take an exam prior to or after the scheduled time due to extenuating circumstances. Examinations are two hours long and no student will be permitted to leave the examination period before the testing time has expired. If a student is exempt or does have a scheduled exam, parents must provide written permission to leave school. Any student who misses an examination must have reported his or her absence to the House Administrator or the House Secretary prior to the exam. Any student who has not reported an absence may not be given permission to make up for the missed examination. Once given permission to make up the examination, it is the responsibility of the student to reschedule the administration of the exam with the teacher. Summer examination make-up must be scheduled through the House Administrator.

*Seniors with a 90% average are exempt from final examinations in full-year and semester courses.*

## **DAILY EXAMINATION DAYS**

In order to make sure that no students will have more than three tests (two core course examinations) on the same day, the following exam schedule has been established. Tests may not be given on religious holidays.

MONDAY	Family and Consumer Science Education, Health, Science, English
TUESDAY	Mathematics, Art, Social Studies
WEDNESDAY	Science, Technology Education, World Languages
THURSDAY	Social Studies, Music, English
FRIDAY	Business and Math

# GRADING PROCEDURES

Grades are expected to be updated in PowerSchool weekly. Any student who has been absent or has been suspended from school when work is due must be allowed to make up the work without penalty.

Students who are out of school for extended periods (five or more consecutive days) of time during a marking period may be given up to two weeks after the conclusion of the marking period to make up work. An Incomplete is to be given to such students and when work is completed, the Incomplete is to be changed to a letter grade.

Within the framework of this policy (adhering to all the items above) each teacher is to write their grading policy in their class syllabus, specifically detailing how final grades for each marking period are determined. Each teacher is to submit a copy of their policy to the Department Director/Coordinator, their Evaluator and each student the teacher has in class. Students should receive their copies of grading policies within the first week of school or semester as appropriate.

**If a student misses an excessive amount of a class period without permission (tardy, extended bathroom visit, etc.) they will not be given more time to complete the day's assignment or assessment. The assignment or assessment should be graded "as is".**

## GRADING PROTOCOL

Please note that all accommodations and/or modifications outlined in students' IEPs or 504 plans are legally binding and supersede these protocols.

Please note: Extra credit will not be awarded. Participation grades will only be recorded in the gradebook if they are directly aligned with the task and academic standards. Behavior will not factor into academic grades.

<b>ASSIGNMENTS</b>	<ul style="list-style-type: none"><li>• Assignments, whether completed in class or at home, will be graded on a 100% scale.</li><li>• All missing assignments must be entered in PowerSchool as an "M" (value of 0%) on the day they are due.</li></ul> <p><b>Cuts (Unexcused Class Absences):</b> A class cut is when a student is in school but skips their assigned class without permission. This is different from being absent for the day—it means the student is deliberately missing instruction, which impacts both their learning and their grade.</p> <p>Academic:</p> <ul style="list-style-type: none"><li>• The student must restore lost instructional and assessment time by attending an office hour or designated make-up session.</li><li>• An academic penalty applies: 10% is deducted per day late, up to 3 days. After 3 days, the assignment receives a zero.</li></ul>
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	<ul style="list-style-type: none"> <li>This is not a reward for cutting, but a measure to ensure accountability while still allowing access to the learning.</li> </ul> <p><b>Unexcused Absences</b></p> <p>Academic:</p> <ul style="list-style-type: none"> <li>Students remain responsible for completing missed work and assessments during office hours or designated make-up time.</li> <li>An academic penalty applies: 10% is deducted per day late, up to 3 days. After 3 days, the assignment receives a zero.</li> </ul>
<b>ASSESSMENTS</b>	<ul style="list-style-type: none"> <li>Students will have the opportunity to retake an assessment once within five school days of receiving feedback on the assessment. The retake assessment must be comparable in rigor to the original assessment. The final grade for the assessment is the higher score, not an average of the two.</li> <li>Departments will determine what assessments are eligible for retake/resubmission.</li> <li>Departments must communicate eligible assessments for retake to parents and students at the start of each marking period.</li> </ul> <p><b>Missed Assessments</b></p> <ul style="list-style-type: none"> <li>Students who miss an assessment are afforded the opportunity to make it up during a teacher's designated office hours or another scheduled make-up session.</li> <li>The teacher is to notify the student and parent/guardian of the new scheduled assessment date and time.</li> <li>If the student does not show up for the rescheduled assessment date and time the student will receive a zero for that assessment.</li> </ul>

**Excused Absences:** As stated in our Board of Education Policy 5113, "responsibility for completion of missed classwork lies with the student, not the teacher."

**ECE and Gateway courses must follow the grading parameters established by the university. AP courses are college-level courses, and therefore will follow the general parameters of such courses. Retakes are generally not allowed, though a teacher may use their discretion in offering a retake to the class if they feel it is appropriate.**

## HONOR ROLL

Students are to be graded by equating a numerical relationship to a letter grade. A student is given points for his or her grades. The following scale is to be utilized:

A+ = 97 - 100 12 points	B+ = 87 - 89 9 points	C+ = 77 - 79 6 points	D+ = 67 - 69 3 points
A = 93 - 96 11 points	B = 83 - 86 8 points	C = 73 - 76 5 points	D = 63 - 66 2 points
A- = 90 - 92 10 points	B- = 80 - 82 7 points	C- = 70 - 72 4 points	D- = 60 - 62 1 point

Below 60 is failing.

An Honor Roll for each grade (9th, 10th, 11th and 12th) is issued following each marking period. Students with a grade point average of 9.0 to 9.99 will be on the HONOR ROLL. Students with a grade point average of 10.00 or higher will be on the HIGH HONORS HONOR ROLL. **If a student has an “Incomplete” at the time that grades are reported or any grade below a “C-” average, he or she will not be included in Honor Roll determination.**

## **AWARDING OF DIPLOMA TO NON-GRADUATING SENIOR**

Seniors who do not complete all graduation requirements will not be permitted to participate in the graduation ceremony. A senior may earn up to two Carnegie Units during the summer following his or her class graduation. The diploma is awarded upon documentation of successful completion of courses.

A three-credit college course is equivalent to one-half Carnegie Unit. If the diploma is not earned during the summer, a non-graduate may re-enroll at Hamden High School in the fall and register only for the courses and units necessary for graduation. (The six-unit minimum does not apply to a fifth-year student.)

College courses need to satisfy the external credit criteria as outlined on page 10 of this guide. In many cases, the appropriateness of the course will also need approval from the curriculum director.

## **STUDENT RECORDS**

Student records are maintained and retained according to state guidelines. If a parent has a child with special needs and wants the school district to keep the student's records permanently as documentation for Social Security benefits, a letter should be written to the Director of Pupil Personnel to make that request. Full details of the school district's policies and regulations about student records can be found in the Policy Manual of the Hamden Board of Education, Policy #5125. Copies are available in every school, the HPS website and the Hamden Public Library.

Parents/guardians have the right to inspect their child's school records. The request must be made in writing to the principal or to the Director of Pupil Personnel. (If a student is over 18, he or she has all the rights named here for parents.) If parents are separated or divorced, both parents have a right to see their child's records unless the school has a court order barring one of them from accessing the records.

Parents/guardians can add information to a child's record if the parent/guardian thinks the record is inaccurate or misleading. However, parents/guardians do not have the right to challenge any grades. If a parent/guardian wants to change the records, the principal must receive a written request for a conference and the nature and justification of the change should be stated. The principal will hold a conference to discuss any parental/guardian request. He or she must then give the parent a written decision regarding the request within one week after the conference.

If the principal decides not to make the change in the records, parents/guardians may write to the superintendent to ask that he or she appoint a hearing panel to hear the request. This panel must have a hearing within thirty (30) school days after receiving the letter. If the hearing panel decides not to grant the request, an appeal may be made to the Superior Court of the State of Connecticut if the parent/guardian still believes the changes should be made.

Parents/guardians can add information to a child's record if the parent/guardian thinks the record is inaccurate or misleading. However, parents/guardians do not have the right to challenge any grades. If a parent/guardian wants to change the records, the principal must receive a written request for a conference and the nature and justification of the change should be stated. The principal will hold a conference to discuss any parental/guardian request. He or she must then give the parent a written decision regarding the request within one week after the conference.

If the principal decides not to make the change in the records, parents/guardians may write to the superintendent to ask that he or she appoint a hearing panel to hear the request. This panel must have a hearing within thirty (30) school days after receiving the letter. If the hearing panel decides not to grant the request, an appeal may be made to the Superior Court of the State of Connecticut if the parent/guardian still believes the changes should be made.

## **TRANSCRIPTS**

Transcripts cannot be released without the written consent of a student and his or her parent/guardian. Therefore, it is necessary for a student and his or her parent/guardian to sign a Release Form giving the school permission to send the transcript to the institution. At the age of 18, students must sign for their own authorized release of records.

All seniors will receive copies of their unofficial transcripts. Any errors in these transcripts should be reported immediately to the Counseling Office.

## **SHARING RECORDS**

Recent federal legislation requires us to provide the same basic student information to military recruiters that we provide to colleges and universities unless parents inform us that they do not want information sent. Please notify your child's school counselor for the official form, if you would like your child's name removed from our mailing list.

## **COLLEGE TESTING PROGRAM**

The PSAT/National Merit Scholarship Qualifying Test is administered during a school day in October. This test is the first step in establishing eligibility for all Merit Scholarships, Special Scholarships, and Achievement Scholarships administered by National Merit Scholarship Corporation (NMSC). Sophomores take this test for practice. Only the scores attained during the junior year are used by the NMSC.

## **SENIOR SCHOLARSHIPS**

Each year scholarships are given to deserving high school seniors by foundations, civic organizations, families, and clubs. Seniors may apply for all of the scholarships for which they are eligible. Announcements of application deadlines are available through the Counseling Office. Other scholarships are made to seniors who are nominated by the faculty.

There are many scholarships, loan funds, gratuities and other educational aids offered by universities, colleges, foundations, private organizations and the federal and state governments. Seniors should see their school counselor for specific information and recommendations for tests to take and places to apply for assistance. Current scholarship information is maintained in the Counseling Office and updated regularly in Naviance.

## 12th GRADE ACADEMIC CORD AWARDS

Senior Cords are awarded to students demonstrating academic excellence throughout their high school career, including the final semester of senior year. Criteria for each department is outlined below.

Department	Criteria
<b>English</b>	Progress toward successful completion of 4.5 credits in English with a cumulative average of 93% or better.
<b>Social Studies</b>	Progress toward successful completion of 4 credits in Social Studies with a cumulative average of 93% or better. Students must have completed Modern World History, Civics or AP Government, and US History (any level).
<b>Math</b>	Progress toward successful completion of 4 credits in Math with a cumulative average of 93% or better. Students must have completed Algebra 2.
<b>Science</b>	Progress toward successful completion of 4 credits in Science, including Biology, with a cumulative average of 93% or better.
<b>World Language</b>	Progress toward successful completion of 4 credits in World Language with a cumulative average of 93% or better.
<b>Health Education</b>	Progress toward successful completion of 1.0 credit in Health Education with a cumulative average of 97% or better. Additionally, students eligible for the award must have no discipline record within the Health Education classroom and/or school.
<b>Physical Education</b>	Progress toward successful completion of 1.5 credits in Physical Education with a cumulative average of 97% or better. Additionally, students eligible for the award must have no discipline record within the Physical Education classroom and/or school (Sportsmanship Standard).
<b>CTE</b>	Progress toward successful completion of 2.5 credits in CTE with a cumulative average of 95% or better. Additionally, any student earning a collegiate Certificate of Associates Degree in HECA is eligible.
<b>Fine Arts (Visual Arts)</b>	Progress toward successful completion of 1.5 credits in Visual Arts with a cumulative average of 93% or better, including minimum final grades of 87% in all Art classes. Additionally, students must have demonstrated honesty, leadership, integrity, responsibility and passionate interest in the Visual Arts.
<b>Fine Arts (Music)</b>	Qualification for and fulfillment of obligations for the National Music Honor Society (Tri-M). This includes both academic and music achievement, and comes with a volunteerism component that must be reached.
<b>Fine Arts (Theater)</b>	Progress toward successful completion of 1.5 credits in Theater with a cumulative average of 93% or better, including minimum final grades of 87% in all Theater classes. Additionally, students must have demonstrated honesty, leadership,

	integrity, responsibility and passionate interest in Theater.
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# CREDIT RECOVERY

(SCHOOL YEAR AND SUMMER PROGRAM)

Credit Recovery program is a computer based online course that uses a self- taught curriculum. Participating students will have an opportunity to earn up to 3 full credits in a calendar year which is the school year and/or summer credit recovery. Credits and grades earned in credit recovery will not be used to calculate GPA or decile rank, but can be used to meet distribution requirements.

During the school year, select students, typically seniors and those in need of English credit, will be eligible to enroll in the program if they failed a course. In certain cases, students will be permitted to retake the first semester of a full year class in credit recovery while still enrolled in said course in the second semester. Students are expected to learn the material on their own with support of a certified teacher. The certified teacher will help the student understand the lessons, but will not help during tests. Students who participate are expected to complete lessons and assignments on their own in addition to the time during and/or after school. Both students and parents must sign the Credit Recovery Contract in order to participate in the program. Administrators reserve the right to dismiss a student from the Credit Recovery program at their discretion. For more information, contact your School Counselor.

## **SUMMER CREDIT RECOVERY and SUMMER SCHOOL**

During the summer, eligible students may enroll in the credit recovery program if they failed a course. Priority will be given based on anticipated graduation date and to students currently enrolled at Hamden High School.

Students may choose to enroll in summer school outside of Hamden High School. No more than three summer school courses can be taken in four years and no more than one course can be taken in any subject area. Courses taken in order to earn credit for one failed during the school year must meet the hourly requirements of 30 direct hours of instruction for semester-long or 60 direct hours for year-long courses.

Any summer courses taken out-of-district must be pre-approved by the curriculum director of that department.

Enrichment or supplemental courses for credit will not be used to calculate GPA or decile rank, but can be used to meet distribution requirements. **STUDENTS SHOULD ALWAYS CHECK WITH THEIR COUNSELOR FOR ANY CHANGES IN POLICY OR REQUIREMENTS BEFORE PLANNING TO ENROLL IN SUMMER SCHOOL COURSES.**

## **HOMEBOUND INSTRUCTION**

Homebound or hospitalized instruction shall be provided when a student's condition requires an absence of at least two weeks duration. Students assigned to the program will receive instruction from teachers for two hours a week in each subject or a total of ten hours of instruction per week, when possible.

Instruction will begin when the superintendent has approved the request and when the Counseling Office has processed it. The procedure for Homebound referrals includes the following steps:

- All requests for Homebound are submitted directly to the Nurse by parent/guardian;
- The Nurse will give the parent/guardian the appropriate forms and fully explain the procedure. The Nurse will immediately begin to assess the student's health/medical status and health care needs;
- The parent/guardian must return the signed Homebound form(s) to the Nurse. The Nurse may need to discuss the care plan with the parent, physician and or teachers;
- When review of the request is completed and ready for processing, the Nurse will sign the form (signifying approval) and will send it to the counselor to fill in additional information. The request is then sent to the principal for building approval;
- The nurse will submit the request to the superintendent for a signature of final approval;
- As soon as approval is given by the superintendent, the secretary will notify the person in the school who is responsible for arranging for the Homebound teachers;
- The Nurse will periodically review the health status of the Homebound student and provide consultation, support and or specific recommendations for alterations in the school routine in order to affect the earliest successful return to school; and,
- The Homebound student must report directly to the Nurse upon returning to school, and is not to be allowed back to classes without a note from the Nurse.

## **ADULT EDUCATION**

Students who are attending day school are not permitted to enroll in night school to fulfill point or distribution requirements for graduation. For more information, please visit:

<https://www.hamden.org/families/community>

# ATHLETICS

Hamden High School offers a variety of athletic programs that afford the student athletes many opportunities to compete in the Southern Connecticut Athletic Conference and within the State of Connecticut. The following represent the programs offered:

Baseball	Cross Country	Football	Ice Hockey	Lacrosse	Tennis
Basketball	Dance	Golf	Indoor Track	Soccer	Unified Sports
Cheerleading	Field Hockey	Gymnastics	Outdoor Track	Softball	Volleyball
				Swim and Dive	X - Country

Students who wish to try out for and be members of athletic teams must comply with the school rules regarding eligibility. In addition to complying with C.I.A.C. rules on athletics, students who wish to try out for and become a member of an interscholastic team must comply with the following rules.

- Student athletes must adhere to the academic guidelines established for all full time students at Hamden High School.
- A student must pass a minimum of 4 Carnegie units on his or her most recent report card to participate in practice or games with our school teams. The final grade will be used for eligibility purposes over a Marking Period grade for half-year classes. The final grades of the previous grade will be used for students entering 10th, 11th and 12th grades for fall athletes.
- A student can not fail more than one class in order to participate in athletics at Hamden High School.
- Ten days after the close of the marking period, all Incomplete grades are to be changed to a letter grade.
- A Withdrawal Failure (WF) is the same as an "F". Student/athletes will be cleared or denied eligibility when report cards are issued or 14 calendar days after the close of the marking period.
- Any student who has an unfulfilled obligation to the Athletic department will not be allowed to try out for any athletic team until the obligation is fulfilled.
- No student may participate in competitive athletics on the varsity, junior varsity or freshman level until there is a school authorized form provided by the school Nurse for a physical examination signed by a licensed medical doctor or Nurse/practitioner. Physical exams must be done on a yearly basis.
- Parents/Guardians must sign their child up for the sport they wish to try out for prior to the start of the season. This can be done by going to the Hamden High School Athletics webpage at: <https://www.hamden.org/departments/athletics/>

**Students must have a completed sports physical on record prior to trying out for any sport that will not expire during the season of play. Example: If a student wishes to try out for a fall sport, he or she must have a completed sports' physical on record at the school that does not expire until the fall season is completed. A student with a physical that expires during October would not be allowed to play until he or she has a new physical for the entire season.**

Playing athletics at Hamden High School is a privilege and not a right. Any student who is a member of an interscholastic athletic team and who does not adhere to the school's rules and regulations may be removed from the team by the principal and/or athletic director.

## **NCAA RULES AND REGULATIONS**

### **DIVISION I INITIAL-ELIGIBILITY REQUIREMENTS**

#### **CORE COURSES (16)**

- **Sixteen (16) Core Courses** are required (see chart on page 58). Ten (10) Core Courses completed before the seventh semester; seven(7) of the 10 must be in English, Math or Natural/Physical Science. These courses/grades are "locked in" at the start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
- Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).

#### **TEST SCORES**

- Students must present a corresponding test score and core-course GPA on the sliding scale provided on the NCAA website.
- SAT: Critical Reading and Math sections.
- Best subscore from each section is used to determine the SAT combined score for initial eligibility.
- ACT: English, Math, Reading and Science sections.
- Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts before initial full-time collegiate enrollment may be used for initial eligibility.

**When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

#### **CORE GRADE-POINT AVERAGE**

- Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) will be used to calculate your core-course GPA. Use this list as a guide.
- Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300). Core-course GPA is calculated using the best 16 core courses that meet both progression (10 before seventh semester; seven in English, Math or Science; "locked in") and subject-area requirements.

#### **Division II Initial-Eligibility Requirements CORE COURSES**

- Division II currently requires 16 Core Courses
- To become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirements.

#### **TEST SCORES**

- Division II currently requires a minimum SAT score of 820 or an ACT sum score of 68.
- Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA).

- The SAT score used for NCAA purposes includes **only** the Critical Reading and Math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, Mathematics, Reading and Science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

## GRADE-POINT AVERAGE

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- The current **Division II** core GPA requirement is a minimum of 2.000.
- **Division II** core GPA required to be eligible for competition is 2.200.
- The minimum **Division II** core GPA required to receive athletic aid and practice as a partial qualifier is 2.000.
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

<b>Division I</b> <b>16 Core Courses</b>	<b>Division II</b> <b>16 Core Courses</b>
<ul style="list-style-type: none"> <li>• 4 years of English</li> <li>• 3 years of Mathematics (Algebra I or higher)</li> <li>• 2 years of Natural/Physical Science (1 year of Lab if offered by the high school)</li> <li>• year of additional English, Mathematics or Natural/ Physical Science.</li> <li>• 2 years of Social Sciences</li> <li>• 4 years of additional courses (from any area above, World Language or comparative Religion/ Philosophy)</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years of English</li> <li>• 2 years of Mathematics (Algebra I or higher)</li> <li>• years of Natural/Physical Science (1 year of Lab if offered by the high school)</li> <li>• years of additional English, Mathematics or Natural/ Physical Science.</li> <li>• 2 years of Social Sciences</li> <li>• 4 years of additional courses (from any area above, World Language or comparative Religion/ Philosophy)</li> </ul>

For more information, visit the NCAA Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

# CLASS ADVISORS

## CLASS OFFICERS

Every class in Hamden High School elects five class officers who are responsible for all of the business, fundraisers and social activities of the class. The officers are elected in May by the sophomore, junior, and senior classes and in the fall by the freshman class. Each student who wishes to run for office must obtain recommendations from two teachers and his or her House Principal. Every student seeking class office must have and maintain an average of "C" without failing any courses. The schedule for class elections with appropriate dates and timelines will be available in March in all administrative offices. Students must adhere to posted deadlines to be eligible to run for class office.

The following is a list of faculty Class Advisors at Hamden High School:

<p style="text-align: center;"><b>CLASS OF 2026 (Seniors)</b> Mr. Michael Cebula, Mrs. Danielle Gentile</p>	<p style="text-align: center;"><b>CLASS OF 2027 (Juniors)</b> Mrs. Kerryann Murphy, Ms. McCray-Price</p>
<p style="text-align: center;"><b>CLASS OF 2028 (Sophomores)</b> Mr. Michael Migliore, Mrs. Ann Marie Aguiar</p>	<p style="text-align: center;"><b>CLASS OF 2029 (Freshmen)</b> Mrs. Janine Gaffney, Dr. Elisa James</p>

# STUDENT CLUBS AND ORGANIZATIONS

## ART CLUB

**Advisor:** Ms. Stephany Brown

**Meeting Time:** Wednesdays, 2:00–2:45 p.m.

**Purpose:** Provide an outlet for creativity and fun for all students.

**Special Events:** Art Contests, Clay, felting, paint workshop, inktober

## ASIAN AMERICAN CLUB

**Advisor:** Ms. Amy Gang-Su

**Purpose:** Increase awareness and interest about Asian culture and diversity in the school community. Support and help students to provide a variety of activities to introduce Asian culture and traditions.

## BAKING CLUB

**Advisor:** Mrs. Alyson Dolan

**Membership:** Open to all students. Sign up each week via the Google Classroom sign-up sheet.

**Meeting Time:** Wednesdays, 2:00–3:00 p.m.

**Purpose:** The Baking Club is all about having fun while exploring baking techniques, trying new recipes, and working together in the kitchen. Each week offers a different project, and participation is based on weekly sign-up. All skill levels are welcome. Students get to enjoy the

treats they make, and the remaining baked goods are shared with the school staff at the end of each week.

### BE KIND 2 YOUR MIND

**Advisor:** Ms. Bouchard

**Meeting Time:** Wednesdays, 2:00–3:00 p.m.

**Purpose:** To promote emotional well-being and a supportive school community. Our goal is to create a safe, welcoming space where students can connect with one another, raise awareness about mental health resources and services. Through peer support and community initiatives, we aim to reduce stigma, foster empathy and help students feel connected throughout their high school experience.

### BE THE LIGHT

**Advisor:** Mr. Greg Hodgkins

**Meeting Days:** Mondays

**Purpose:** To unite students with similar beliefs and also to foster an environment for people to learn more about Christianity.

**Special Events:** Community service, shelters, food drives, fundraisers.

### BLACK AND HISPANIC STUDENT UNION

**Advisor:** Ms. Kerryann Murphy

**Purpose:** The Black and Hispanic Student Union (B.H.S.U.) is open to all students. The B.H.S.U. goals include fostering academic, cultural and social development by providing students with opportunities to visit colleges and workshops, to participate in community and school related anti-drug and anti-bias cultural events to celebrate.

**Special Events:** The B.H.S.U. participates in HBCU College Tours, Neighborhood Clean ups, and community protests with a passion for equity.

### THE BREAKFAST CLUB

**Advisor:** Mr. Michael Capone

**Membership:** Every other Tuesday after school in B202.

**Purpose:** To discuss the impact that films have on our lives in a secure forum.

**Membership:** Anyone can join at any point in the year.

### ConnectUS

**Advisor:** Mr. David Coss

**Membership:** Open to all students. Meetings take place on Thursdays

**Purpose:** To facilitate Civil Discourse on contemporary topics.

### CLINIC TO CAD | BIO HACKENS UNITED

**Advisor:** Mr. Crowder & Mr. DeNicolo

**Meeting Time:** Tuesdays, 2:00–3:00 p.m.

**Purpose:** Learning how to use #D printers to create Prosthetic parts and limbs for charities and learn the anatomy of the body.

Special Events: Health care workers come speak, shadow day at hospitals, field trips, fundraisers, table at Health Care Professions fair.

### CMEA CLUB

**Advisor:** Mr. Carmella Rossomando

**Purpose:** We aim to prepare students for Connecticut music educators association high school regional and All-state orchestra auditions and concerts. To prepare for auditions, students playing in front of their peers in a setting similar to the actual auditions. For the concerts students from groups based on the CMEA's assignments and practice the music provided by the CMEA.

**Special events:** CMEA Southern Regional Audition

### CULTURE CLUB

**Advisor:** Ms. Annunziato

**Meeting Time:** Tuesdays/Wednesdays, 2:00–3:00 p.m.

**Purpose:** Research a culture, create an infographic and present. Bring in food, clothes, music, etc.

### DEBATE TEAM

**Advisor:** Mr. Mark Gabriel

**Purpose:** The debate team provides members with the opportunity to research, organize and formally debate controversial topics of interest. The team also critically examines the year's national debate topic and encourages qualified members to compete with teams from other schools. Academic Tournament Debate Standards are used. Participation in various persuasive speaking and debate competitions.

### ECO CLUB

**Advisor:** Mrs. Melissa Cowan

**Membership:** Open to all students

**Purpose:** To spread awareness and to educate students on protecting the environment.

**Special Events:** Annual Earth Day fair, town clean ups, reusable straw fundraiser, club viewings of environmental conscious documentaries

### ELECTRIC CIRCUITS CLUB

**Advisor:** Mr. Crowder

**Purpose:** To encourage and inspire anyone interested in building electronic devices that are creative, functional, and artistic.

### GAMING CLUB

**Advisor:** Mr. Pulisciano

**Meeting Time:** Mondays/Wednesdays, 2:00–3:00 p.m.

**Purpose:** For kids to come after school and socialize playing all kinds of games. The topic of video games is extremely popular in this school and just wanted to make a club where many of these students share their love for it.

**Special Events:** Gaming tournaments, raffles for prizes

### GARAGE BAND

**Advisor:** Ms. Rossomondo

**Meeting Time:** Tuesdays, 2:00–3:00 p.m.

**Purpose:** A space for students with similar musical interests to form bonds to play together and express musical interest.

**Special Events:** Performing at musical events or at school organized events

### GENDER EQUALITY CLUB

**Advisor:** Ms. Elizabeth Young

**Purpose:** An educational group that provides a safe space for women, trans and nonbinary students and brings greater awareness of feminist and gender related issues to our school and greater community.

### HAMDEN THEATER - MAINSTAGE ENSEMBLE

**Advisor:** Ms. Marydell Merrill

**Purpose:** Mainstage Ensemble is Hamden High School's resident theatre company, offering students the opportunity to become active in a rigorous theatre program led by theatre professionals. Mainstage Ensemble is open to any student with an interest in performing or technical theatre. Auditions are held for each production. All interested Hamden High School students are welcome to audition. Most rehearsals are held after school until 5:00. Any students who are interested in participating in technical theatre and crew are welcome. Most of our production work takes place on Saturdays from 9:30-4:00. Mainstage Children's Theatre Ensemble - Auditions will be held in the fall. Company will tour local elementary schools. Mainstage Ensemble participates with the International Thespian Society, the national honor society for students of theatre.

**Special Events:** Annual field trips to professional theatre productions. Theatre participants can earn hours towards membership in the International Thespian Society, the honor society for students of theatre.

### HEALTH AND WELLNESS CLUB

**Advisor:** Ms. Pollicino

**Purpose:** The Health & Wellness Club promotes physical and mental well-being by helping students build healthy habits, develop stress-management strategies, and strengthen positive social connections. Through school-based wellness activities and community experiences that encourage teamwork, resilience, joyful movement, and cultural engagement, the club supports students in achieving balance, belonging, and lifelong wellness in alignment with Hamden Public Schools' mission to foster whole-child growth and success.

**Special Events:** Yoga, walks, time outside, promoting healthy behaviors around Hamden.

### HEALTH PROFESSIONS CLUB

**Advisor:** Ms. Ann Marie Aguiar

**Purpose:** To expose students to a multitude of health professions by having guest speakers. Quinnipiac University medical/physical therapy students also come to speak throughout the year and can serve as career exploration mentors.

**Special Events:** Students have the opportunity to participate in a capstone project which is presented at QU in the spring.

### HEY GIRL

**Advisor:** Mr. Lamond Battle

**Meeting Time:** Tuesdays 2:05 - 3:15 PM

**Purpose:** The club will be dedicated to empowering young black women while welcoming everyone else who shares the same vision. The main focus is on promoting empowerment and leadership helping young women develop essential leadership skills, gain confidence, and prepare for future opportunities. The goal is to create an impact on the young girls who fall down the wrong

path their freshman year.

**Special Events:** Organize fun workshops after school that provide essential skills, guest speakers, a day where female students can promote their small businesses like hair and nails etc or interest.

### HUMAN RELATIONS CLUB

**Advisor:** Mrs. Connie LaFemina

**Purpose:** The Human Relations Club is a student-run organization that seeks to promote inclusivity, respect, kindness, cooperation, compassion, and positivity. Students are role models for elementary students. High school students design, plan, and implement lessons and activities to reinforce the club's purpose and volunteer in the community.

**Special Events:** Monthly mentor programs, community fundraising projects and Social Service Activities

### ITALIAN CLUB

**Advisors:** Mrs. Gina Lidzbarski and Mrs. Paula Rochniak

**Purpose:** Students interested in Italian culture. Students should attend every meeting.(add in) Seek out 1 of the advisors for more info. The Italian Club has been formed to promote and encourage enthusiasm for the Italian language and culture.

**Special Events:** Play bocce & scopa, make pizza & pizzella, make masks for a Carnevale celebration & watch Italian themed videos/movies

### INTERACT CLUB

**Advisor:** Ms. Mary Giangrande

**Membership:** Meetings are twice a month on Thursday evenings from 6 p.m. - 7 p.m.

**Purpose:** Interact Club is certified by the Hamden Rotary. It is a club based on giving back to others. This is done through various fundraisers and community activities throughout the school year.

### JAPAN CLUB

**Advisor:** Ms. McGinnis

**Meeting Time:** Wednesdays, 2:00–2:45 p.m.

**Purpose:** To share the passion we have for Japanese language and culture. During club meetings, we will teach Japanese and enjoy different aspects of Japanese culture, like movies, music, food, etc.

**Special Events:** Holiday celebrations

### JAZZ ORCHESTRA AND JAZZ COMBO

**Advisor:** Ms. Carmella Rossomondo

**Membership:** Auditions in October: suggested instrumentation (but not limited to) trumpet, trombone, saxophone, piano, bass and guitar, and drum set, violin, viola, cello. Preference is given to students who are registered for Concert Band or Orchestra as a class.

**Purpose:** To perform at local competitions and HPS Music Department concerts.

### JEWISH STUDENT ASSOCIATION

**Advisor:** Mrs. Elizabeth Alexander

**Purpose:** To share cultural awareness and provide a learning experience on Jewish culture, foods, language, and traditions. Guest speakers, food tasting, and presentations are frequent.

**Special Events:** Making challah, dreidels, and hamantaschen.

### KEY CLUB

**Advisor:** Mr. Crowder

**Purpose:** The Key Club is a student-led, high school organization. Our members make the world a better place through service. In doing so, we grow as individuals and as leaders by answering the call to lead, summoning the courage to engage and developing the heart to serve.

### MARINE LIFE CLUB

**Advisor:** Ms. Annunizato

**Meeting Time:** Monthly; various days, 2:00–3:00 p.m.

**Purpose:** To teach students about marine ecosystems.

**Special Events:** Beach Cleanups

### MARCHING BAND – COLOR GUARD

**Advisor:** Mr. Aaron Barkon and Ms. Katherine Socha

**Membership:** Open to all students who can commit to the rehearsals and performances.

**Purpose:** To perform at home varsity football games and marching band competitions.

### MATH TEAM

**Advisor:** Ms. Suzanne Chludzinski

**Membership:** Must make at least two meetings a month. April to February.

**Purpose:** The Math Team allows students with an interest in math to meet and compete with others on their level. Students work on difficult word problems, which challenge their skills.

**Special Events:** Contests (one every month Oct. - February) with other Connecticut schools in the region.

### THE MENTAL HEALTH CLUB

**Advisor:** Ms. Bouchard

**Purpose:** The Mental Health Club was created to promote emotional well-being and a supportive school community. Our goal is to create a safe, welcoming space where students can connect with one another, raise awareness about mental health, and organize fundraisers to support larger organizations that provide mental health resources and services. Through peer support and community initiatives, we aim to reduce stigma, foster empathy, and help students feel connected throughout their high school experience.

**Possible Events:**

- Morgan's Message Ice Bucket Challenge- Participants get nominated to dump ice water over their heads, post it to social media, and donate to Morgan's Message, encouraging mental health advocacy in athletics.
- Self-Care Kit Sales – Small bags with tea, stress balls, affirmations, and snacks.
- Charity Basketball/Volleyball Game – Teachers vs. students, with ticket sales going to the cause.
- Art Auction – Students donate art, photography, or crafts; sell them at a community night.
- “Positive Post-It” Wall – Donate to add a message; fill a hallway with encouragement.
- Trivia Night – Teams pay to enter; include some mental health awareness questions.

- Penny Wars – Classes compete by donating coins; sabotage with bills in rival jars.

### MOCK TRIAL TEAM

**Advisors:** Mr. Arnold Aranci

**Membership:** September to February; Members are selected through competitive tryouts

**Purpose:** Members play the parts of attorneys and put on trials in New Haven Superior Court against other schools in front of volunteer judges. These student attorneys must think on their feet, make objections, cross exam witnesses from opposing schools, and make opening and closing statements. It is exactly like being a real lawyer in court. It's fantastic legal training, public speaking experience, and confidence building.

**Special Events:** State Mock Trial Championship competition which takes place in area courthouses.

### MUSLIM STUDENT UNION

**Advisor:** Ms. Caroline Elliot

**Meeting Time:** Every other Wednesday

**Purpose:** Promoting Islamic unity and sharing knowledge of humanity and servicing others. Raising Islamic awareness.

**Cultural events:** Ramadan get togethers, Islam awareness, Movie Night, Hijab Day.

### NATIONAL HONOR SOCIETY

**Advisor:** Ms. Christine Frumento & Ms. Christina Annunziato

**Membership:** Members are selected in the Junior year based on Scholarship, Leadership, Service and Character.

**Purpose:** The National Honor Society is primarily a service organization of students whose selection is based on outstanding scholarship, leadership, service and character. The members plan and participate in many activities to help both the school and greater community.

**Special Events:** Peer Tutoring Program and Winter Coat Drives

### NATIONAL TRI-M MUSIC HONOR SOCIETY

**Advisor:** Mr. Aaron Barkon, Ms. Katherine Socha, Mr. Dan Balint, Ms. Carmella Rossomondo

**Membership:** By Application

**Purpose:** To provide music students the opportunities to lead, share their music, and give back to and raise awareness of music in our community.

### NATIONAL WORLD LANGUAGE HONOR SOCIETY

**Advisor:** Ms. Rochniak & Mr. Pollicino

**Membership:** An "A" average in language class, dedication to continue in the language through senior year, and teacher recommendations.

**Purpose:** To recognize students who are promoting the world language through their academic excellence and their school/community service.

**Special Events:** Cross-Age Teaching, Building Community Events with multilingual learners families and students, Fund-raising for natural disasters, World Language Events/Field Trips, CT Seal of Bilingualism (March), Spanish Immersion Program, and the Induction Ceremony (Spring).

### NEWSPAPER CLUB - THE DIAL

**Advisor:** Ms. Elizabeth Alexander and Ms. Elizabeth Young

**Membership:** Anyone interested in writing, design, or publishing

**Purpose:** The Dial is Hamden High School's school newspaper. Published since 1936, The Dial is committed to providing students with an open forum where they can express their opinions and ideas.

**Special Events:** Monthly issues, April Fools' Day Vile, Mr. Hamden, layout and photography.

### **P.A.W.S. (Protection of Animal Welfare and Shelter)**

**Advisor:** Mrs. Ann Marie Aguiar & Ms. Gina Parillo

**Purpose:** To raise awareness of the need to help animals. Special Events: Members have the opportunity to volunteer at the Hamden Fall Festival and to fundraise throughout the year to help the shelters with items such as food, bedding, cleaning supplies and toys.

### **P.R.I.D.E. (Promoting Respect Individuality Diversity and Equality)**

**Advisors:** Ms. Christine Gallo-Yatcko

**Purpose:** Any student who believes that all students should be treated equally regardless of race, ethnic background, gender or sexual orientation should join this worthwhile organization. The goal of PRIDE is to enhance a safe and inviting environment for all students.

**Special Events:** Annual trip to True Colors, a PRIDE assembly, and participate in Day of Silence, and other pride/diversity events.

### **ROBOTICS TEAM**

**Advisor:** Mr. Dan DeNicolo

**Purpose:** To promote STEM interest and abilities within the Hamden school system and the community. The team also emphasizes collaboration, organizational skills, and team building.

### **SAVE PROMISE CLUB**

**Advisor:** Ms. Jodi Chodos and Ms. Ann Stiltner

**Membership:** Open to all students; Meeting Time is Wednesdays 2:15 - 3:00

**Purpose:** Students Against Violence Everywhere (SAVE) Promise Club is the student leadership club associated with Sandy Hook Promise. Our aim is to empower students to take a role in creating a safe and positive school climate here at HHS to reduce violence and make all students feel that they belong to our school family.

### **SPANISH CLUB**

**Advisor:** Mrs. Erica Torruellas

**Purpose:** To foster interest in Hispanic Culture and to provide an opportunity in an informal setting to learn more about the Hispanic world.

### **SPIRIT CLUB**

**Advisor:** Ms. Tina Deamicis

**Membership:** To be a member of the Spirit Club, students must maintain a minimum GPA of 2.0 and demonstrate regular school attendance. Meetings are held on the first and third Monday of each month, and all members are expected to attend consistently. Spirit Club members are responsible for actively participating in the planning and execution of schoolwide events, including themed spirit weeks, pep rallies, the student/staff talent show, bulletin board displays, and community events such as Trunk or Treat. Members should display a positive attitude, school pride, and respect for others at all times, and be willing to collaborate as part of a team. Students who do not attend

meetings regularly or who fail to meet academic or behavioral expectations may be placed on probation or removed from the club at the discretion of the club advisors.

**Purpose:** The Hamden High School Spirit Club exists to promote a positive and inclusive school culture through fun, engaging, and spirited events. Our goal is to build school pride, strengthen student and staff connections, and create memorable experiences for our school community. Members of the Spirit Club work together to plan and implement special events, school spirit days and weeks, pep rallies, the annual talent show, hallway bulletin boards, and other initiatives that support school unity and spirit.

### STEP TEAM

**Advisors:** Ms. Janitha McCray-Price & Ms. Angela Ames

**Membership:** HHS' Dragon Steppers' has a mandatory practice once a week between October 1-January 15th. Supplemental practices are scheduled as needed.

**Purpose:** Hamden Dragon Steppers is a diverse group of students following a tradition rooted in percussive competitive dance practiced by historically African American fraternities and sororities, beginning in the 1900s. Step requires performers to use their entire body as an instrument to produce complex rhythms and sounds through a mixture of footsteps, spoken word, and hand claps. Stepping also draws from elements of cheer, gymnastics, break dance, tap dance, military marches, or African and Caribbean dance.

**Special Events:** The Dragon Steppers perform at the HHS's Varsity Boys' Soccer, Boys' Basketball and Girls Basketball games.

### STUDENT AMBASSADORS

**Advisor:** Mr. Scott Trauner

**Membership:** Students previously identified through House Leadership. Additional students in grades 9-12 with demonstrated leadership potential and nominated by House Principals and/or other staff members in September 2019; students must have been in good academic standing in ALL classes during the 2018-19 school year.

**Purpose:** To provide student leadership, direction, and voice in our efforts to build a positive and welcoming school environment.

**Special Events:** Conferences, 8th grade tours, and others.

### STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)

**Advisor:** Ms. Janitha McCray-Price

**Membership:** SADD meets every 3rd Wednesday.

**Purpose:** Students Against Destructive Decisions is a club for youth willing to have difficult conversations about risky behaviors and habits identifying strategies to change behaviors and increase positive outcomes among peers.

### UNIFIED FRIENDS CLUB

**Advisor:** Mr. Steve DelGrego and Ms. Jodi Chodos

**Membership:** Unified students; DECA students and other volunteer students

**Purpose:** To promote and enhance the Unified Sports Program Special Events: Hosting a tournament at Hamden High School



# BOARD OF EDUCATION POLICIES

The Hamden Board of Education establishes policies for the operation of the school district. The rules, expectations, guidelines, and consequences that define the daily operation of Hamden High School are consistent with the established policies of the Board of Education. Behavioral and disciplinary processes outlined in this handbook are also consistent with district policies. These policies include, but are not limited to the following areas of student life:

- Attendance
- Suspension and Expulsion
- Sexual Harassment
- Drugs and Alcohol
- Acceptable Use of Technology
- Academic/Graduation Requirements
- Non-discrimination

Individuals seeking further information regarding Board of Education policies that have been established for Hamden Public Schools should direct inquiries to the Board of Education. New and Revised Board Policies may be viewed at [Click Here for Board Policies](#) (Board of Education).

Melissa Kaplan  
Board Chair  
Hamden Board of Education 60 Putnam Avenue  
Hamden, Connecticut 06517

# GRADUATION

## Graduation Exercises

A student's eligibility to receive a diploma does not mean that he or she has a right to participate in a graduation ceremony. Requirements for graduation eligibility and participation in the graduation exercises are separate and distinct. Participation in the graduation ceremony is considered a privilege, and exclusion from graduation exercises is a possible consequence for seniors who violate reasonable school rules. The reasons that students can be denied participation in graduation exercises include, but may not be limited to:

- Suspension from school;
- Failure to participate in graduation rehearsals;
- Failure to wear the traditional cap and gown during the ceremony (students may choose to wear either a green or gold traditional gown);
- Inappropriate student dress;
- Outstanding fines which could have been incurred at any time during the student's enrollment at Hamden High School (i.e. student owes for missing books, unreturned elevator keys, athletic or other uniforms, locks, fundraising money, etc.);
- Engagement in "senior pranks" at any time during the school year; and, Off-campus conduct in which the administration concludes that the student's presence at the graduation exercises can compromise the health and safety of others.

Because administrators cannot be reasonably expected to enumerate all of the reasons for which a student could be prohibited from participating in graduation exercises, please be advised that administrators can use discretion in prohibiting students from graduation exercises even if the students' behaviors do not meet the criteria set forth above.

# SCHOOL DISCIPLINE

The Hamden Board of Education recognizes that every society must establish rules and regulations to insure the welfare and safety of its members and to accomplish the goals of that society. The Board further recognizes that a public school system is a community whose goal or mission is to educate its members so that they may become productive participants in a more encompassing society.

The success of any set of rules depends on making the members aware of the rules and then enforcing those rules under a consistent and fair procedure, one which recognizes the individuality of the member as well as his or her obligation to the community. **IT IS NOT THE INTENT OF THIS GUIDE TO ITEMIZE EVERY POSSIBLE INFRACTION AND ITS PENALTY.** It is hoped that all parties will commit themselves to a smooth operation of Hamden High School and will exercise good judgment. **THE RULES, REGULATIONS AND PENALTIES OUTLINED IN THIS GUIDE WILL BE SUBJECT TO REVIEW AND MAY CHANGE AT THE DISCRETION OF THE ADMINISTRATION.**

Quality education can only occur in a safe and orderly environment. To support the academic climate of the school, a Code of Discipline has been developed by Hamden High School. In the event that a student violates a school rule, the appropriate consequences will be implemented. In addition, there may be occasions when students are referred to a school counselor or social worker to reflect upon the decision-making that led to the infraction. The goal is not to be punitive, but to instill in the students of Hamden High School a sense that school is an important business in their lives and disruption of that business cannot be tolerated.

During the school year, there are many important extracurricular activities that take place both on and off school grounds. Schools have the right to adopt reasonable rules with regard to student participation in extracurricular activities. In short, participation in extracurricular activities is a privilege and not a right. Our goal is to ensure that all students who participate in any extracurricular activities will be assured that their classmates who attend will exhibit appropriate decorum and behavior. As always, we have very high standards for student conduct at extracurricular activities. What follows is written notice of the privileges that can and will be denied to students who fail to conduct themselves appropriately while in school, or at school-sponsored activities. Below are criteria for some of these special events.

# INFRACTIONS/CONSEQUENCES

IT IS NOT THE INTENT OF THIS GUIDE TO ITEMIZE EVERY POSSIBLE INFRACTION AND ITS PENALTY. It is hoped that all parties will commit themselves to an effective operation of Hamden High School and will exercise good judgment. THE RULES, REGULATIONS AND PENALTIES OUTLINED IN THIS GUIDE WILL BE SUBJECT TO REVIEW AND MAY CHANGE AT THE DISCRETION OF THE ADMINISTRATION AND UPDATES TO BOE POLICY.

**Administration reserves the right to assign alternate, comparable consequences at their discretion. The list below is not inclusive of all possible infractions.**

**ANY INFRACTION CAN ALSO LEAD TO EXCLUSION FROM SCHOOL EVENTS.**

**ISS AND OSS WILL NOT COUNT AS AN UNEXCUSED ABSENCE TOWARDS HHS ATTENDANCE**

**Note:** ISS=In-School Suspension, and, OSS=Out-of-School Suspension.

## Three Levels of Infractions:

**Level 1 - Minor** → Staff Member Correction & Redirection

**Level 2 - Major** → Administration Investigates and Processes

**Level 3 - Emergent Major** → Emergent Major Infractions require immediate administrative attention.

## Level 1 - Minor

### *Staff Member Correction and Redirection*

- **Cheating/Plagiarism/Inappropriate use of AI:** Copying another's assignment, using notes on assessment when prohibited, using unauthorized technology on assessment

1st offense	2nd offense	Additional Offenses
<ul style="list-style-type: none"> <li>● Resubmission of assignment</li> <li>● Conference with student</li> <li>● Parent/Guardian Contact</li> <li>● Teacher Log in PowerSchool</li> </ul>	<ul style="list-style-type: none"> <li>● Zero on assignment</li> <li>● Teacher Detention with the Restorative Intervention</li> <li>● Parent/Guardian Contact</li> <li>● Teacher Log in PowerSchool</li> </ul>	<ul style="list-style-type: none"> <li>● Zero on assignment</li> <li>● Conference with student</li> <li>● Email a request to the House Team for a Parent/Guardian meeting, teacher will be included in meeting</li> <li>● Admin Major Referral in SWIS</li> </ul>

- **Defiance:** Not listening/following directions, refusal to do work, sleeping/head down, leaving the room without permission, refusal to transition
- **Disrespect:** Interrupting others during instructional time not resulting in significant loss of time. Backtalk, mocking/making fun of others, gesturing
- **Disruption:** Eating, talking during instruction, out of seat, noise-making, throwing items, unprepared for class, inappropriate use of furniture/classroom fixtures (*behavior causing loss of instructional time*)

*\*If directed at a staff member or student, write an Admin Major Referral directly.*

1st offense	2nd offense	Additional Offenses
<ul style="list-style-type: none"> <li>● Warning</li> <li>● Conference with student</li> <li>● Parent/Guardian Contact</li> <li>● Teacher Log in PowerSchool</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher Detention with the Restorative Intervention</li> <li>● Parent/Guardian Contact</li> <li>● Teacher Log in PowerSchool</li> </ul>	<ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Email a request to the House Team for a Parent/Guardian meeting, teacher will be included in meeting</li> <li>● Admin Major Referral in SWIS</li> </ul>

- **Dress Code:** Depicts or advocates violence, criminal activity, use of alcohol or drugs, pornography or hate speech. Contains or can be construed to be racist, lewd, vulgar, or obscene, defamatory, or threatening.
- **Pervasive Odor:** An odor that causes discomfort for other students and/or staff that disrupt the learning environment (hygiene, illicit substance, etc.).

- Call House Office Clerk
- Send Student to their Administrator's Office
- Email House Administrator
- Teacher Log in PowerSchool

- **Inappropriate Language:** conversational swearing/profanity, name-calling, inappropriate non-sexual gestures
- \*If directed at a staff member or student, write an Admin Major Referral directly.*

1st offense	2nd offense	Additional Offenses
<ul style="list-style-type: none"> <li>● Warning</li> <li>● Conference with student</li> <li>● Parent/Guardian Contact</li> <li>● Teacher Log in PowerSchool</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher Detention with the Restorative Intervention</li> <li>● Parent/Guardian Contact</li> <li>● Teacher Log in PowerSchool</li> </ul>	<ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Email a request to the House Team for a Parent/Guardian meeting, teacher will be included in meeting</li> <li>● Admin Major Referral in SWIS</li> </ul>

- **Physical contact (student(s) stop when directed):** Horseplay, chest-bumping, slap boxing, tripping, throwing things at others, incidental contact, posturing, etc.

<p style="text-align: center;"><b>1st offense</b></p> <ul style="list-style-type: none"> <li>Warning with a Restorative Intervention</li> <li>Parent/Guardian Contact</li> <li>Teacher Log in PowerSchool</li> </ul>	<p style="text-align: center;"><b>2nd offense</b></p> <ul style="list-style-type: none"> <li>Teacher Detention with the Restorative Intervention</li> <li>Parent/Guardian Contact</li> <li>Teacher Log in PowerSchool</li> </ul>	<p style="text-align: center;"><b>Additional Offenses</b></p> <ul style="list-style-type: none"> <li>Conference with student</li> <li>Email a request to the House Team for a Parent/Guardian meeting, teacher will be included in meeting</li> <li>Admin Major Referral in SWIS</li> </ul>
<ul style="list-style-type: none"> <li><b>Property Misuse/Vandalism:</b> Low-intensity misuse of property, damaging bulletin boards, writing on walls/ furniture/ locker/ bathroom stalls, misuse of or damage to teacher supplies.</li> </ul>		
<p style="text-align: center;"><b>1st offense</b></p> <ul style="list-style-type: none"> <li>Conference with student</li> <li>Restorative Intervention</li> <li>Parent/Guardian Contact</li> <li>Teacher Log in PowerSchool</li> </ul>	<p style="text-align: center;"><b>2nd offense</b></p> <ul style="list-style-type: none"> <li>Teacher Detention with the Restorative Intervention</li> <li>Parent/Guardian Contact</li> <li>Teacher Log in PowerSchool</li> </ul>	<p style="text-align: center;"><b>Additional Offenses</b></p> <ul style="list-style-type: none"> <li>Call House Office clerk</li> <li>Send Student to their Administrator's Office</li> <li>Email a request to the House Team for a Parent/Guardian meeting, teacher will be included in meeting</li> <li>Major Referral in SWIS</li> </ul>
<ul style="list-style-type: none"> <li><b>Tardy/Extended time out of class:</b> Student arrives late to class without a pass <b>or</b> out of the classroom during the class period for more than 10 minutes.</li> </ul>		
<ul style="list-style-type: none"> <li>Tardiness is best managed at the classroom level, where teachers set consistent expectations and routines.</li> <li>Strategies may include: loss of participation points, restorative check-in, or other classroom-based interventions that keep students accountable while maintaining relationships.</li> <li>If tardiness becomes chronic or disruptive: <ul style="list-style-type: none"> <li>Document the pattern through PowerSchool log entries.</li> <li>Contact parents/guardians.</li> <li>After the fifth tardy, email the student's house team for next steps. <b>(Not a SWIS Referral)</b></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Class Cut (including study hall):</b> A class cut is when a student is in school but skips their assigned class without permission. This is different from being absent for the day—it means the student is deliberately missing instruction, which impacts both their learning and their grade.</li> </ul>		
<p style="text-align: center;"><b>1st offense</b></p> <ul style="list-style-type: none"> <li>Student Conference</li> <li>Major Referral in SWIS</li> <li>Parent/Guardian Contact</li> </ul>	<p style="text-align: center;"><b>2nd offense</b></p> <ul style="list-style-type: none"> <li>Major Referral in SWIS</li> <li>Parent/Guardian Contact</li> </ul>	<p style="text-align: center;"><b>Additional Offenses</b></p> <ul style="list-style-type: none"> <li>Major Referral in SWIS</li> <li>Request for Meeting with a House Team Member &amp; Parent/Guardian, teacher will be included in meeting</li> </ul>
<ul style="list-style-type: none"> <li><b>Technology Violations:</b> using cell phone, earbuds in ears, student visits inappropriate websites/access to illicit materials (games/videos).</li> </ul>		

<p style="text-align: center;"><b>1st offense</b></p> <ul style="list-style-type: none"> <li>• Device is collected and stored in the House/Main Office until the end of the school day.</li> <li>• Student retrieves device at dismissal.</li> </ul>	<p style="text-align: center;"><b>Additional Offenses</b></p> <ul style="list-style-type: none"> <li>• Device is collected and stored in the House/Main Office.</li> <li>• Parent/guardian is contacted and required to retrieve the device.</li> <li>• Failure to comply with device collection may result in additional disciplinary actions (e.g., defiance, insubordination) per student handbook.</li> <li>• Students who continue to not comply with the tech use policy will face additional disciplinary actions as per the student handbook and Board policies.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Missed Teacher Detention:</b> Student did not attend scheduled teacher detention.</li> </ul>		
<p style="text-align: center;"><b>1st offense</b></p> <ul style="list-style-type: none"> <li>• Conference with student</li> <li>• Reschedule Detention</li> <li>• Parent/Guardian Contact</li> <li>• Teacher Log in PowerSchool</li> </ul>	<p style="text-align: center;"><b>2nd offense</b></p> <ul style="list-style-type: none"> <li>• Conference with student</li> <li>• Major Referral in SWIS</li> <li>• Parent/Guardian Contact</li> </ul>	<p style="text-align: center;"><b>Additional Offenses</b></p> <ul style="list-style-type: none"> <li>• Major Referral in SWIS</li> <li>• Request for Meeting with a House Team Member &amp; Parent/Guardian, teacher will be included in meeting</li> </ul>

## Level 2 - Major

### *Administration Investigates and Processes*

**Climate & Community Infraction (building):** Student fails to identify themselves to staff, evading staff attempting to redirect student, failure to report to café during lunch, pattern of chronic hallway roaming, moving toward fights/altercation.

<p style="text-align: center;"><b>1st offense</b></p> <p style="text-align: center;">Warning Referral to Climate Coordinator Parent Contact</p>	<p style="text-align: center;"><b>2nd offense</b></p> <p style="text-align: center;">Lunch Detention Reflection Letter Parent Contact</p>	<p style="text-align: center;"><b>3rd - 4th offense</b></p> <p style="text-align: center;">Administrative Detention Reflection Letter Parent Contact</p>	<p style="text-align: center;"><b>Additional offenses</b></p> <p style="text-align: center;">ISS Referral to House Team Parent Contact</p>
<b>Student found in unauthorized area of the school building</b>			
<p style="text-align: center;"><b>1st - 3rd offense</b></p> <p style="text-align: center;">Administrative Detention Reflection Letter Parent Contact</p>		<p style="text-align: center;"><b>Additional offenses</b></p> <p style="text-align: center;">ISS/OSS Parent Contact</p>	

<b>Defiance/Non-Compliant (classroom):</b> Behavior that is directed at a staff member or student that results in significant disruption (after multiple failed interventions) of the learning environment, or failure to serve a teacher consequence.		
<b>1st - 2nd offense</b> Administrative Detention Reflection Letter Parent Contact	<b>Additional offenses</b> ISS/OSS Referral to House Team Parent Contact	
<b>Technology Violations:</b> Recording/picture-taking staff or students without consent, accessing inappropriate websites (pornography).		
<b>Administrative Discretion</b> Parent Contact		
<b>Class Cut/Missing:</b> A class cut is when a student is in school but skips their assigned class without permission. This is different from being absent for the day—it means the student is deliberately missing instruction, which impacts both their learning and their grade.		
<b>1st - 3rd offense</b> Administrative Detention Reflection Letter Parent Contact	<b>Additional offenses</b> ISS/OSS Referral to House Team Parent Contact	
<b>Bullying/Harassment/Cyberbullying:</b> intimidation, stalking, intentionally targeting someone, threatening to cause harm, spreading rumors, instigating conflict, taunting, taking or breaking one's items, any coercive behavior that is unwanted and is a result of discrimination.		
Administration will investigate; response at administrator's discretion. Parent Contact		
<b>Smoking/Drinking - Drugs/Alcohol/Vape(THC/cannabis)</b>		
<b>1st offense</b> Nurse Evaluation 3 days OSS Parent Contact	<b>2nd offense</b> Nurse Evaluation Referral to House Team 5 days OSS Parent Contact	<b>Additional offenses</b> Nurse Evaluation Referral to House Team 10 days OSS Parent Contact

<b>Smoking - Cigarettes/Vape(Nicotine)</b>		
<b>1st offense</b> Nurse Evaluation 3 days ISS Parent Contact	<b>2nd offense</b> Nurse Evaluation Referral to House Team 1 day OSS Parent Contact	<b>Additional offenses</b> Nurse Evaluation Referral to House Team 3 days OSS Parent Contact
<b>Possession - Drugs/Alcohol/Vape(THC/cannabis)</b>		
Refer to House Team 3 - 10 days OSS, possible expulsion Parent Contact		
<b>Possession - Cigarettes/Vape(Nicotine)/Drug Paraphernalia</b>		
<b>1st offense</b> 1 day ISS Parent Contact	<b>2nd offense</b> 3 days ISS Referral to House Team Parent Contact	<b>Additional offenses</b> 1 - 3 day OSS Referral to House Team Parent Contact
<b>Recording fights/altercation</b>		
<b>Administrative Discretion</b>		
<b>Verbal Altercation:</b> Causing a disruption to learning environment, security was called, and did not stop when directed by a staff member		
<b>1st offense</b> 1 - 3 days of ISS Referral to Climate Coordinator Parent Contact	<b>2nd offense</b> 2 - 5 days ISS Referral to Climate Coordinator Parent Contact	<b>Additional offenses</b> 1 - 3 days OSS Refer to House Team Parent Contact
<b>Fighting/Physical Altercation:</b> Engaging in physical assault, including fighting, play fighting, or causing harm to another individual.		
1 - 10 days OSS, possible expulsion Referral to Climate Coordinator		

Parent Contact			
<b>Non-attendance at detention</b>			
<b>1st offense</b> Reschedule Parent Contact	<b>2nd offense</b> Double Detention/ $\frac{1}{2}$ day ISS Parent Contact	<b>3rd offense</b> Double Detention/ $\frac{1}{2}$ day ISS Parent Contact	<b>Additional offenses</b> 1 day ISS Parent Contact
<b>Leaving School Grounds without Permission</b>			
<b>1st offense</b> Warning Parent Contact	<b>2nd offense</b> $\frac{1}{2}$ day ISS	<b>3rd offense</b> 1 days ISS	<b>Additional offenses</b> 3 days ISS
<b>Compromise school safety (propping doors, letting unauthorized persons in the building, eluding security screening, etc.)</b>			
Administrative Discretion			
<ul style="list-style-type: none"> <li>• <b>Unauthorized Food Delivery:</b> Student ordered food to be delivered to campus during school hours, in violation of the school's food policy.</li> <li>• <b>Selling food or items without permission</b></li> </ul>			
<b>1st offense</b> Warning Confiscation of Food Parent Contact	<b>2nd offense</b> Lunch Detention Confiscation of Food Parent Contact	<b>3rd offense</b> Administrative Detention Confiscation of Food Parent Contact	<b>Additional offenses</b> $\frac{1}{2}$ - 1 day ISS Confiscation of Food Parent Contact

**Administration will investigate and process referrals for major infraction;  
responses are at administrator's discretion.**

## Level 3 - Emergent Major

Administrator must take immediate action / notification

<ul style="list-style-type: none"><li>• Alcohol use/suspicion/possession/distribution</li><li>• Arson / fire paraphernalia</li><li>• Assault of staff or student</li><li>• Bomb threat/false alarm/school threat</li><li>• Burglar /Breaking and Entering</li><li>• Bus / bus stop infractions</li><li>• Child Pornography</li><li>• Drug use/manufacturing/sale/possession/distribution/paraphernalia</li><li>• Extortion/theft by threat</li><li>• Fraternity/Sorority/Gang related activities</li><li>• Fighting</li><li>• Larceny</li><li>• Loitering on school grounds after dismissal/returning prior to 2:10 (Not supervised by an adult)</li><li>• Parking Violation</li><li>• Physical Contact/Aggression</li><li>• Possession of Weapon</li></ul>	<ul style="list-style-type: none"><li>• Possession of and/or igniting fireworks</li><li>• Possession/Use of a deadly weapon</li><li>• Pulling fire alarm</li><li>• Selling of items without proper authorization</li><li>• Sexual Battery / Indecent Exposure</li><li>• Sexual or Racial Harassment/Misconduct</li><li>• Sexual, racial and/or discriminatory slurs</li><li>• Smoking/Vaping/Chewing Tobacco</li><li>• Social Media Disruptions</li><li>• Stealing/Theft- General/Personal</li><li>• Suspicion of being under the influence of drugs or alcohol</li><li>• Threats</li><li>• Threatening Staff</li><li>• Tobacco use/possession/distribution/vaping</li><li>• Trespassing</li><li>• Persons Property Damage/Vandalism/ Destruction of School Property</li><li>• Other Legal issues</li></ul>
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**Administration will investigate and process referrals for emergent major infraction; responses are at administrator's discretion.**

**SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR CONFISCATED ITEMS THAT ARE LOST, STOLEN, OR DAMAGED. ITEMS THAT ARE LOST OR STOLEN: A WRITTEN REPORT WILL BE TAKEN BY SECURITY. SCHOOL CAMERAS WILL NOT BE USED TO INVESTIGATE THEFTS.**

### MORE SERIOUS OFFENSES

More serious offenses include but may not be limited to the following: Arson

Assault of staff or student Threatening of staff Pulling a false fire alarm Calling in a bomb threat

Criminal mischief Vandalism

- Larceny
- Possession of stolen goods Extortion/theft by threat Possession of Alcohol
- Using, possessing, manufacturing, distributing and/or selling controlled substances
- Possession of drug paraphernalia Weapons possession
- Possession of and/or igniting fireworks

All of these offenses will be handled in accordance with Board of Education policy. Some possible consequences for these offenses include, but are not limited to:

- 10 days Out of School Suspension Notification of police
- Referral for arrest
- Request for Expulsion (Determined by the building principal.)

**HAMDEN HIGH SCHOOL IS A SMOKE FREE FACILITY. SMOKING/VAPING IS NOT PERMITTED ANYWHERE IN THE BUILDING OR ON SCHOOL GROUNDS.**

## TEACHER & ADMINISTRATIVE DETENTIONS

Teacher Detentions are held after school on Tuesdays and Wednesdays (or other days by mutual agreement). Teachers must give students twenty-four hours notice prior to the scheduling of a teacher detention. The maximum length of a Teacher Detention is forty-five minutes.

A school administrator or his or her designee may assign a student to Office Detention or Double Detention for a violation of school rules. **Office Detentions are held after school on Tuesdays and Wednesdays from 2:05 p.m. to 2:50 p.m. in Room D205. Double Detentions are held after school on Mondays and Tuesdays from 2:05 until 3:35 in Rooms D207.** Students will be given twenty-four hours notice prior to the scheduling of an Office or Double Detention unless the student asks to serve the detention that day when called to the administrator's office.

## IN-SCHOOL SUSPENSION

(Does not count as an Absence towards HHS Attendance)

1. The student is assigned to a specific room for the entire school day. The room is supervised by the ISS Coordinator/Staff at all times. ISS Rules are given to the student at the time ISS is assigned.
2. Students are responsible for completing their assignments; which will be graded by their teachers when they return to class.
3. Students will have their lunch in the In-School Suspension room. Eating or drinking will only occur at the designated time. Lunch may be brought from home or ordered from the school Cafeteria.
4. Misbehavior while the student is in In-School Suspension may result in Out-of-School Suspension.
5. If a student is absent on any day(s) on which they were to serve In-School Suspension, these days must be made up. Immediately upon return to school, the student must report to their House Principal for reassignment.
6. If a student is assigned a full day of In-School Suspension, they must serve the entirety of their suspension.

## OUT-OF-SCHOOL SUSPENSION

(Will not count as an Absence towards HHS Attendance)

Out-of-School Suspension is assigned for serious offenses. Students who have been placed on Out-of-School Suspension are not to be on school grounds during the school day and are not to attend any school sponsored extracurricular or athletic activities, on or off school grounds. This includes after school hours, weekends and holidays. Students who violate this rule may be subject to additional suspension time and or referral to the Hamden Police Department.

# HAMDEN BOARD OF EDUCATION REMOVAL, SUSPENSION AND EXPULSION POLICY

## DEFINITIONS

- "Removal" means an exclusion from a classroom for disciplinary reasons by a teacher for all or part of a single class period, provided such removal shall not extend beyond ninety (90) minutes.
- "In-School Suspension" means an exclusion from regular classroom activity for no more than five (5) consecutive school days, but no exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such In-School Suspension was imposed.
- "Out-of-Suspension" means an exclusion from school privileges for disciplinary reasons by an administrator for not more than ten (10) consecutive school days, which period may not extend beyond the end of the school year in which suspension was imposed.
- "Expulsion" means an exclusion of a student from school for disciplinary reasons by the Board of Education for a period of more than ten (10) consecutive school days but not extending beyond one hundred and eighty (180) consecutive days. The period of an expulsion may extend into the school year following the year in which the expulsion was imposed. The assigned days will count as absences.
- "Exclusion" means a denial of public school privileges to a student for disciplinary reasons.
- "Emergency" means a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student is possible.
- "Days" means days when school is in session.

## AUTHORIZATION TO REMOVE STUDENTS

- Students in the Hamden School District may be removed from a class by a teacher when they deliberately cause a serious disruption of the educational process within the classroom.
- Students in the Hamden School District may be suspended by a member of the administrative staff for conduct which violates a publicized policy of the Board, endangers persons or property or is seriously disruptive of the educational process.
- Students in the Hamden School District may be expelled by the Board of Education if, after a hearing conducted in accordance with appropriate state statutes, the Board finds that a student's conduct violated a publicized policy of the Board, endangered persons or property or was seriously disruptive of the educational process.

## ACTIONS LEADING TO IN-SCHOOL SUSPENSION, SUSPENSION, AND/OR EXPULSION

The following breaches of conduct on school property, school transportation, en-route to or from school on school-provided transportation, or at any school-sponsored activity may, depending on

the particular circumstances, lead to suspension and/or expulsion for violation of a publicized policy of the Board:

- Conduct causing a threat of danger to the physical well-being of himself/herself or others;
- Willfully striking, assaulting or causing bodily harm to another person;
- Theft;
- Using obscene, profane or insulting language or gestures to other people;
- Openly defying the authority of any member of the school staff, including verbal abuse;
- Willfully causing, or attempting to cause, damage to school property, school buses or the personal property of others while on school grounds;
- Participating in a walkout, sit-in or other unauthorized demonstrations on school property;
- Inciting others to participate in a walkout, sit-in or other unauthorized demonstrations on school property;
- Blackmailing, threatening, harassing or otherwise intimidating others;
- Possessing, transmitting or discharging any fireworks, explosives or other dangerous objects or facsimile thereof, of no reasonable educational use to the student;
- Possessing, using or selling unauthorized drugs, narcotics or alcoholic beverages.
- Displaying or wearing of an insignia identifying secret societies or other organizations, such as fraternities or sororities, that restrict membership or engaging in any activity relating to membership in such an organization;
- Unauthorized absence from class or truant;
- Repeated tardiness to class or school;
- Failing to serve assigned detentions;
- Tampering with school documents (including the forging of parent notes);
- Turning in a false alarm or bomb scare;
- Knowingly using or copying the academic work of another person and presenting it as his or her own without attribution; and or,
- Other misconduct which is disruptive to the educational process.

## **OFF-SCHOOL PROPERTY MISCONDUCT**

- Students are subject to discipline, up to and including loss of participation in extracurricular activities, suspension and expulsion for misconduct, even if such misconduct occurs off-school property and during non-school time. School discipline may be imposed for:
  - Any behavior occurring or initiated in the school, on school grounds or at any school sponsored activity;
  - Behavior occurring off school grounds and during non-school time if, in the reasonable discretion of the Board or its designee, it was determined that there was a reasonable likelihood that the presence of the student would have a disruptive effect on the school or the educational process by threatening or disrupting:
    - The school's orderly operations;
    - The safety of school property; or,
    - The safety or welfare of the student or of other persons who work or study there.
- The following actions or conduct off school property may, depending on the particular circumstances, lead to suspension or expulsion as such actions or conduct endanger persons or property and may cause extreme disruption of the educational process. Examples include, but are not limited to:

- Criminal arrest for possession of an illegal substance with or without intent to sell;
- Criminal arrest for illegal possession of a dangerous or deadly weapon;
- Criminal arrest for sexual assault, assault with intent to kill or felonious assault;
- Criminal arrest for armed robbery; and or,
- Physical assault on an employee and staff member of the Hamden Board of Education.

## **PROCEDURES GOVERNING REMOVAL**

- Whenever any teacher removes a student from the classroom, the teacher will send the student to a designated area and will promptly inform the principal or designee of the name of the student removed and the reason for the removal. This notification will be in writing.
- Any student removed from class more than six (6) times in any year or more than twice in one (1) week will be referred to the principal or designee and will be granted an informal hearing as described in Section VI.
- Telephone, written or personal notice of a removal of a minor student will be given to the student's parent(s) or guardian(s) within twenty- four (24) hours by the teacher responsible for such a removal.

## **PROCEDURES GOVERNING SUSPENSION**

The principal or his or her designee will observe the following procedures except in cases where the student has already been, or such suspension will result in, the student being suspended more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, or placed in In-School Suspension for more than fifteen (15) times or a total of fifty (50) days in a school year, whichever results in fewer days of exclusion. Whenever such situations exist, the procedure followed will be that set out in Section IV of this policy.

- Unless an emergency situation requiring the student's immediate removal exists, no student will be suspended prior to having an informal hearing before the principal or his or her designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing will be held as soon after the suspension as possible.
- The principal or his designee will make all reasonable attempts promptly to notify the parent(s) or guardian(s) of a minor student within twenty-four (24) hours about the suspension and state the cause(s) leading to the suspension.
- Whether or not telephone contact is made with the parent(s) or guardian(s), the principal or his or her designee will forward a letter to such parent(s) or guardian(s) to the last address reported on school records (or to a newer address if known by the principal or his or her designee) within one school day of the suspension action offering the parent(s) or guardian(s) an opportunity for a conference.
- Notice of the suspension, including the name of the student against whom such disciplinary action was taken, shall be transmitted by the principal or his or her designee to the superintendent of schools or his or her designee by the close of the school day when such disciplinary action is taken.
- Following a conference with the principal or his or her designee, the student, if he or she is eighteen (18), or his or her parent(s) or guardian(s) may request the superintendent or his or her designee to review the principal's decision. Such a review will be completed promptly. Except in unusual circumstances, the student will be under suspension during this review.

- If a student is eighteen (18) years of age or older, notices required by this policy will be given to the student.
- Textbooks and homework will be provided to each student for the duration of the suspension period, and the student will be allowed to complete any class work, which he or she missed while under suspension, including examinations, without penalty.

## **PROCEDURES GOVERNING EXPULSION**

A principal or his or her designee may consider recommendation of expulsion of a student to the superintendent of schools where he or she has cause to believe that the student's conduct endangers person or property, is seriously disruptive of the educational process or is in violation of the publicized Board policy.

- Upon receipt of an expulsion request, the superintendent, or designee, shall conduct an inquiry within three (3) school days.
- If after the inquiry, the superintendent, or designee determines that a student ought to be expelled, he or she shall forward such a request to the Board of Education within five (5) days of the superintendent's inquiry.
- Except in an emergency situation requiring the student's immediate removal, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the following procedures:
  - The student must be given written notice either hand delivered or by certified mail, at least five (5) days prior to the date of the hearing, and if such student is a minor, said notice shall also be given to parent(s) or guardian(s).
  - The notice shall contain:
    - The date, time and place of the scheduled hearing;
    - The details of the grounds for the proposed expulsion, including a narrative of the events leading to the expulsion; and,
    - A statement of the student's rights as enumerated in this policy.
- At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his or her defense. The hearing will be held pursuant to Section 10-233a through 10-23d of the CT General Statutes as amended. The hearing will also be conducted in accordance with CT General Statutes 4-176e through 4-180a, inclusive and of Section 4-181a.
- Evidence of past disciplinary problems that have led to the removal from a classroom suspension or expulsion of a pupil being considered at a formal hearing may be received but only considered in the determination of:
  - Length of expulsion; and,
  - Nature of alternative educational opportunities to be offered.
- A student may be represented by any third party of his or her choice, including an attorney.
- The student is entitled to the services of a translator to be provided by the Board of Education whenever the student or his or her parent/guardian does not speak English. A request for a translator must be made to the superintendent at least forty-eight (48) hours in advance of the hearing.
- The Board shall keep a verbatim record of the hearing and the student or such student's parent/guardian shall be entitled to a copy of that record at his or her own expense.
- The Board hearing shall include three or more Board members. A student may be expelled if a majority of the Board members sitting in an expulsion hearing vote to expel, provided that no less than three(3) affirmative votes to expel are cast. (The Board does maintain the right to

have a Hearing Officer preside over the expulsion hearing in lieu of Board of Education members. In the case of a Hearing Officer, the determination of the Hearing Officer would be the accepted outcome for the expulsion by the district.)

- The Board shall report its final decision within three (3) days in writing to the student, or if such student is a minor to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the penalty to be imposed. Said decision shall be based solely on evidence derived at the hearing.
- Whenever the Board expels a student under sixteen (16) years of age, it will offer such a student an alternative education program. The parent or guardian of such a student, has the legal right to reject such a program without being subject to the truancy law. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education will be offered an alternative educational opportunity if he or she complies with the conditions established by the Board of Education. The age limitations for the provision of an alternative educational opportunity will not apply to students in Special Education classes.
- The Board of Education shall not be required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled because of conduct which involved: (1) carrying a dangerous instrument or introducing a dangerous instrument on school property; or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering or administration is subject to criminal penalties. If the Board of Education expels a student for the sale or distribution of such a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. The Board shall give the name of the student and a summary of its action to the Commissioner of Education within thirty (30) days after the student is expelled. Whenever the Board of Education notifies a student between the ages of sixteen (16) and eighteen (18) or the parent/guardian of such student that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found to have engaged in the conduct described in this subsection. The provisions of this subsection shall not apply to any students requiring Special Education.

**Whenever a pupil is expelled, notice of the expulsion and the conduct for which the pupil was expelled will be included on the pupil's cumulative education record. The record will be expunged if the student graduates from high school.**

**The Board of Education is permitted to adopt the decision of a Pupil Expulsion Hearing of another board providing the Board holds a hearing on the adoption of the decision. The pupil shall be excluded from school pending the hearing and shall be offered an alternative education opportunity.**

## **NON-DISCRIMINATION POLICY**

The Hamden Board of Education affirms a continuing policy of equal access to programs and activities and equal opportunities regardless of age, sex, race, color, religion, marital status, national origin, social economic status, sexual orientation, or physical handicap. **(Title VI of the Civil Rights Act of 1964)**

The Hamden Board of Education agrees to comply with **Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1991 and the Rehabilitation Act of 1973**, and the regulations promulgated pursuant thereto, and **Section 504 of the Rehabilitation Act** which prohibits discrimination against the handicapped.

The Hamden Board of Education authorizes the superintendent to designate an administrator as compliance officer. The Board will, at least annually, notify all students, parents and employees of the name, address and telephone number of the compliance officer and of the procedures for processing grievances.

**The Hamden Public Schools compliance officer for all allegations of discrimination (Title VI, Title IX, and the American Disabilities Act (ADA) Section 504) is:**

Gary Highsmith, Superintendent  
Hamden Public Schools  
60 Putnam Avenue, Hamden, CT 06517  
Tel. 203-407-2000 Fax 203-407-3121

**Hamden High School Title IX Coordinator:**

Lisa Dyer, Assistant Principal ldyer@hamden.org ext. 5040

**Hamden High School Section 504 Coordinator:**

Loretha Felton, lfelton@hamden.org ext. 5116

## **SOCIAL MEDIA**

HHS staff will investigate student usage of Social Media on school property or at school sponsored events, when:

- School officials reasonably forecast that such use shall interfere or disrupt the effective operation of the school or school sponsored activities/events; or
- Such use is used to engage in libelous, defamatory, obscene, profane, vulgar or similarly inappropriate communications or bullying; or
- Such use advocates or encourages illegal activity or endangers the health or safety of students, staff or others; or
- Such uses infringes upon the rights of others, violates the law, Board Policies and/or other school rules or regulations.

Use of Social Media off school grounds when such use meets the criteria described above and is seriously disruptive to the educational process will be investigated. Students who violate this policy will be subject to school discipline.

## **Privately Owned Technological Devices**

For the purposes of this policy, "privately owned technological devices" refers to privately owned desktop computers, personal computing devices, cellular phones, headphones, ear buds, Smartphones, Smartwatches, network access devices, radios, tablets, personal gaming systems, Bluetooth speakers, readers and other electronic signaling devices.

## **Students - Use of Private Technology Devices**

### **ADMINISTRATIVE REGULATIONS REGARDING THE USE OF PRIVATE TECHNOLOGY DEVICES (STUDENTS)**

The Hamden Board of Education (the "Board") has determined that students may not use privately owned technological devices during instructional time in the Hamden Public Schools (the "District") except as specifically permitted by instructional staff or unless necessary for a student to access the District's digital learning platform or otherwise engage in remote learning if remote learning has been authorized in accordance with applicable law.

The Board and the District acknowledge that technology can be a useful tool in supporting and furthering educational objectives for students. For example, appropriate use of artificial intelligence and the internet can serve as useful tools to enhance student learning. However, use of privately owned technological devices at school, when not specifically permitted by instructional staff or otherwise authorized, can create challenges by serving as a source of distraction, interfering with student engagement and learning, and curtailing opportunities for relationship-building and in-person interpersonal communication. Excessive use of personal technology devices and accessing social media during the school day may negatively impact students' ability to be fully present in their classroom (UNESCO) and interfere with students' ability to engage in discourse with peers and adult members of the school community. (Connecticut State Board of Education Policy Guidance).

Inappropriate student use of technology during the school day may negatively impact students' ability to be cognitively present during classroom instruction. In addition, in certain circumstances, use of privately owned technological devices (including, but not limited to cell phones, Smart Watches) to access online spaces and social media also negatively impact students' mental health.

Excessive student use of private technology may also decrease, and otherwise negatively impact, students' opportunities to communicate with one another in-person. In curbing student use of privately owned technological devices during the school day, the Board and the District seek to enhance students' ability to communicate with one another in-person, find commonalities, and form enduring friendships with one another.

In light of these considerations, the Board and the District seek to balance the benefits of technology with its potential harm to students, particularly during the school day. The following rules are intended to promote student engagement and be developmentally appropriate for the various grades.

#### **RULES REGARDING THE USE OF PRIVATELY OWNED TECHNOLOGICAL DEVICES DURING THE SCHOOL DAY**

All students are prohibited from using privately owned technological devices during instructional time except as specifically permitted by instructional staff to aid in instruction or for instructional purposes or unless to engage in authorized remote learning.

High school students (grades 9-12) may bring privately owned technology devices to school. However, all such devices must be turned off and be completely out of view (e.g., in the student's backpack or locker) during instructional time for all classes for the entire school day, including all study halls. High school students may use their privately owned technological devices during their

lunch period and during passing time in the hallways. In such instances, students must use their devices in accordance with applicable Board policy.

## **EXCEPTIONS**

If a student has needs that require the use of a privately owned technological device during the school day, the principal or designee may accommodate those needs as outlined in the student's Individualized Education Plan or Section 504 Accommodation Plan.

## **TIERED DISCIPLINARY CONSEQUENCES FOR VIOLATIONS**

Violations of these rules may result in disciplinary consequences, in accordance with the Board's student discipline policy. Students who violate these rules may have their items confiscated. In general, if an alleged violation is found to have occurred, students will be subject to the following consequences, and may be subject to additional discipline for each offense or for additional offenses depending on the individual circumstances, including whether any other school rules or Board policies were violated.

## **HIGH SCHOOL STUDENTS**

- First offense: The student's privately owned technological device will be confiscated and stored in the main office until the end of the school day in which the infraction occurred. The student may retrieve the device at the end of the school day.
- Second offense: The student's privately owned technological device will be confiscated and stored in the main office. The student's parent or guardian will be contacted and required to pick up the device from the principal or designee. High school students who refuse to give the device to the teacher or administrator when directed will face disciplinary consequences in accordance with the school's student handbook and/or applicable Hamden Board of Education policies.

## **SEXUAL HARASSMENT**

Sexual harassment is against state and federal laws and should be reported to the building principal. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes but is not limited to the following:

- Insulting or degrading sexual remarks or conduct.
- Threats or suggestions that an individual's submission to or rejection may adversely impact one's educational performance and/or create an intimidating, hostile or offensive educational environment:
  - Spreading sexual gossip
  - Unwanted sexual comments
  - Pressure for sexual activity
  - Any unwanted contact of a sexual nature

## **BULLYING POLICY**

"Bullying" means an act that is direct or indirect and severe, persistent or pervasive which:

- Causes physical or emotional harm to an individual,
- Places an individual in reasonable fear of physical or emotional harm,
- Infringes on the rights and opportunities of an individual at school

Bullying shall include, but need not be limited to a written, oral or electronic communication or physical act or gesture based on any actually or perceived differentiating characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The student against whom the activity is directed must be attending school in the same district as the student engaged in the activity)

**Procedures:**

Students and/or their parents/guardians may file verbal or written complaints concerning suspected bullying behavior, and students are permitted to anonymously report acts of bullying to teachers and school administrators.

Students and/or their parents/guardians may file written reports of conduct that they consider to be bullying. These reports must be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building principal for review and action.

Students and/or their parents/guardians can make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. These informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee or administrator who receives an informal complaint shall promptly put the complaint in writing, including the information provided. Such a written report by the teacher, other professional employee or administrator shall be promptly forwarded to the building principal for review and action.

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher, professional employee or administrator who receives the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

**Responsibility of Teacher and Other School Staff:**

Teachers and other school staff members who witness or receive reports of bullying, as defined above, will promptly notify the building principal or his/her designee of the events observed, and will file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent/guardian reports of suspected bullying will promptly notify the building principal and/or his/her designee of such reports.

**Administrator's Responsibility:**

The Principal or his/her designee will promptly investigate reports of bullying. A written report of the investigation shall be prepared when the investigation is complete. The report will include findings of fact, a determination of whether or not acts of bullying were verified, and when acts of bullying are

verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Although there is no one prescribed response to verified acts of bullying, conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying. Whether and to what extent to impose disciplinary action is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against bullying:

- Non-disciplinary interventions
- Disciplinary interventions

### **Reporting Obligations:**

If after investigation, acts of bullying by a specific student are verified, the building principal or his/her designee shall notify the parent/guardian of the perpetrator and the parent/guardian of the victim in writing of that finding. In providing such notification, the building principal or his/her designee will respect the statutory privacy rights of the perpetrator of such bullying.

The building principal shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request.

### **Appeal Process:**

Parents/guardians or students who desire to appeal the principal's bullying verification, or lack thereof, must do so with the Superintendent or his/her designee. Such appeals must be in writing, and must be reasonably specific as to the reasons for the appeal.

**\*Bullying Policy is subject to change upon new School Board policy.**

## **ATHLETIC EVENTS/AFTER SCHOOL ACTIVITIES**

A student who has been identified as causing a disturbance at any Home or Away athletic event or after school activity may not be allowed to attend an athletic event or other after school activity for the remainder of the school year and is subject to the school disciplinary code. Athletic events and all after school activities, whether on school premises or not, are considered to be an extension of the school day. All school rules and regulations are in effect.

A student who is assigned an Out-of-School suspension is not allowed to be on school grounds, attend or participate in any school athletic event, nor participate in any after school activity during the duration of the assigned Out-of-School Suspension.

## **PARKING**

Students who park on school grounds will have their cars towed at their own expense. Students who choose to park at the Plaza or the skating rink do so at their own risk. Students' cars parked in the area reserved for shoppers will be towed away. Driveways that service the school must be kept clear at all times.

## **POSTINGS**

No unauthorized posting of signs, fliers, or any informational or advertising items is allowed. All postings must be pre-approved first by an advisor (back signed) and then an administrator. Authorized postings are to appear only on designated bulletin boards/areas throughout the school. Postings may

not be placed on painted or glass surfaces, lockers or wooden doors and must be removed within two days after the event.

## **SMOKING/VAPING REGULATIONS**

The Hamden Board of Education recognizes that smoking represents a health and safety hazard, which can have serious consequences for the smoker and non-smoker employees, visitors, and guests of the system from an environment that may be harmful to them, and because of its possible harm to personal well-being, the Board hereby prohibits smoking in all school buildings and on all school grounds for all events, including non-school functions.

For purposes of this policy, smoking will mean all uses of smoking materials and tobacco, including cigars, cigarettes, E-cigarettes, pipes, chewing tobacco and snuff. Students who smoke, chew tobacco, vape, and other items listed in the previous sentence will be subject to 1 - 10 days of Out-of-School Suspension.

**HAMDEN HIGH SCHOOL IS A SMOKE FREE FACILITY. SMOKING/VAPING IS NOT PERMITTED ANYWHERE IN THE BUILDING OR ON SCHOOL GROUNDS.**

## **STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Any student who participates in an activity such as an athletic event, drama production, Homecoming, Prom or concert must be in attendance in school that day for four (4) periods or he or she will not be allowed to participate in the activity. **If Prom or Homecoming is on a Saturday, students must also attend school for four periods on Friday (the day before the activity).**

- **Homecoming:** To qualify, students need to meet the PBIS expectations throughout the first marking period, but have the opportunity to appeal with their house team.
- **Prom**
  - To qualify, underclassmen need to meet the PBIS expectations throughout semester 2.
  - To qualify, seniors need to meet the PBIS expectations throughout semester 2, but have the opportunity to appeal with their house team.

Any student who is participating in an extracurricular activity and who does not adhere to the school's rules and regulations may be removed from participation in the extracurricular activity by his or her House Administrator.

Students participating in extra-curricular activities must vacate the building 15 minutes after the completion of the event unless under the direct supervision of a teacher or administrator. Non-participants must vacate the building immediately after the completion of the event.

## **UNAUTHORIZED STUDENT GROUPS**

The Board of Education and the administration approve and will allow those student organizations to which membership is open to the entire student body to function on school property, school transportation, or in school-related activities.

**THE BOARD OF EDUCATION PROHIBITS THE PRESENCE OR ACTIVITIES ON SCHOOL PROPERTY, SCHOOL TRANSPORTATION OR AT SCHOOL-RELATED ACTIVITIES OF SECRET SOCIETIES OR OTHER ORGANIZATIONS, WHICH RESTRICT MEMBERSHIP, SUCH AS GANGS, FRATERNITIES AND SORORITIES. SUCH RESTRICTIVE GROUPS HAVE NO LEGITIMATE PLACE IN PUBLIC EDUCATION.**

No student will be allowed to display or to wear any clothing or insignia of such an organization or engage in any activities relating to membership in such an organization while on school property, school transportation or when participating in school-related activities.

**Any student who violates the provisions of this policy will be subject to suspension and/or expulsion from school.**The administration is directed to establish regulations to enforce the provisions of this policy.

# WHERE TO GET ASSISTANCE

## HAMDEN HIGH SCHOOL 203-407-2040

Academics & Grades	Classroom Teacher
Acceptable Use Form for Technology	House Clerk
Athletics	Tom Dyer, Athletic Director
Attendance	House Principal
Bus Information	Main Office Staff
Class Schedule, Academic Issues, Social Skills	School Counselor
College Applications/Career Planning	School Counselor
Discipline	House Principal
Free, Reduced Lunch Forms	House Clerk
Health Issues	School Nurse, School Based Health Center
Late Arrival/Early Dismissal Forms	House Clerk
Library Media Center Information	Library Media Specialists
Locker Information	House Clerk
NCAA Information	School Counselor
Obligations	House Clerk
Residency Issues	House Clerk
Safety	Lamond Battle
SAT Information	Emily McClain
Scholarships	School Counselors
School Counseling	Brooke Stanziale, Coordinator

# CURRICULUM INFORMATION

## Offices at Central Office, 60 Putnam Avenue 203-407-2000

Counseling, Career and Technical Education	Brooke Stanziale, Director
English/Language Arts	Heather Wachter, Director
Fine Arts	Leslie Dellavalle, Director
Mathematics	Terri Kurczewski, Director
Science	Sarah Sandora, Director
Social Studies	Anna Lisa Aurora, Department Chair
PE/Health	Megan Spahic, Department Chair
World Languages	Elizabeth Lapman, Director
Secondary Special Education	Julie Dougherty, Coordinator
Media, Assessment and Intervention	Sue Smey, Director
Testing Coordinator	Emily McClain, SRBI Specialist